

**Planning and Development Management Retention Schedule - Correct as of 22 May 2018.**

The Council makes every effort to publish its latest retention schedules, there may be occasions in which this document does not reflect current practice due to when it was published.

Ref	Title	Description	Retention Period	Statutory Provisions	Action at end of record life
PDM1	Planning Applications - Microfiche	Microfiche applications dating back to 1950+ for Beverley, Bridlington, Goole Borough Councils digitised by Pearl Scan in 2017 as PDF documents and held on the F Drive/Team Support/Strategic Support/Microfiche/under each mapbin application number	Permanent retention	Documents within each application form part of the Planning Register that must be retained.	N/A
PDM2	Planning Applications (including pre-applications PREPS/PPA)	Main record held in Uniform Database and application documents are stored in IDOX EDRMS Planning Module - EDRMS Retention - Appendix 1 identifies specific document types and their retention period	Key application documents - Permanent retention, remainder of application documents have a 5 Year or 10 Year retention period	Key documents within each application form part of the Planning Register that must be retained.	Deletion of remainder documents via EDRMS Document Retention Module
PDM3	Tree Applications	Main record held in Uniform Database and application documents are stored in IDOX EDRMS Planning Module - EDRMS Retention - Appendix 1 identifies specific document types and their retention period	Key application documents - Permanent retention, remainder of application documents have a 10 Year retention period	Key documents within each application form part of the Planning Register that must be retained.	Deletion of remainder documents via EDRMS Document Retention Module
PDM4	Hedgerow Removal Applications	Main record held in Uniform Database and application documents are stored in IDOX EDRMS Planning Module - EDRMS Retention - Appendix 1 identifies specific document types and their retention period	Key application documents - Permanent retention, remainder of application documents have a 10 Year retention period	Key documents within each application form part of the Planning Register that must be retained.	Deletion of remainder documents via EDRMS Document Retention Module
PDM5	Planning Applications (including pre-applications) held in Archive (Paper files)	Application documents are stored in archive awaiting back scanning - key documents will be scanned and remainder of documents confidentially disposed (as per EDRMS Retention - Appendix 1)	Key application documents - Permanent retention, remainder of application documents have a 5 Year or 10 Year retention period	Key documents within each application form part of the Planning Register that must be retained.	Disposal of remainder documents via confidential shredding
PDM6	Enforcement Applications	Main record held in Uniform Database and application documents are stored in IDOX EDRMS Enforcement Module - EDRMS Retention - Appendix 1 identifies specific document types and their retention period	Permanet retention	Documents within each application form part of the Planning Register that must be retained.	N/A
PDM7	Enforcement Applications held in Archive (Paper files)	Application documents are stored in archive awaiting back scanning - All documents will be scanned (as per EDRMS Retention - Appendix 1)	Permanet retention	Documents within each application form part of the Planning Register that must be retained.	N/A
PDM8	Building Regulation Applications	Main record held in Uniform Database and application documents are stored in IDOX EDRMS Building Control Module - EDRMS Retention - Appendix 1 identifies specific document types and their retention period	15 Years	Legal Obligation for retention of 15 years	Deletion of remainder documents via EDRMS Document Retention Module
PDM9	Building Regulation Applications held in archive	Application documents are stored in archive and are confidentially disposed of on a 15 Year rolloving period (as per EDRMS Retention - Appendix 1)	15 Years	Legal Obligation for retention of 15 years	Deletion of remainder documents via EDRMS Document Retention Module
PDM10	Building Regulation Initial Notices	Main record held in Uniform Database and application documents are stored in IDOX EDRMS Building Control Module - EDRMS Retention - Appendix 1 identifies specific document types and their retention period	15 Years	Legal Obligation for retention of 15 years	Deletion of remainder documents via EDRMS Document Retention Module
PDM11	Building Regulation Competent Persons	Record of Competent Person applications identifying works being carried out by professionals sent via e-mail and forwarded to IT Services for automatic publishing on Building Control Website Pages.	15 Years	Legal Obligation for retention of 15 years	Deletion from Uniform Drive by IT.
PDM12	Building Regulation Extra Services	Calculations of Extra Services and general documentation held on network drive	15 Years	Legal Obligation for retention of 15 years	Deletion from Uniform, IDOX EDRMS and network drive
PDM13	Tree Preservation Orders	Application documents are stored in IDOX EDRMS Planning Module - EDRMS Retention - Appendix 1 identifies specific document types and their retention period	Key TPO documents - Permanent retention, remainder of application documents have a 10 Year retention period	Key documents within each TPO application must be retained for legal purposes	Deletion of remainder documents via EDRMS Document Retention Module
PDM14	Appeal Records	Main record held in Uniform Database and application documents are stored in IDOX EDRMS Planning Module - EDRMS Retention - Appendix 1 identifies specific document types and their retention period	Key appeal documents - Permanent retention, remainder of application documents have a 10 Year retention period	Key documents within each application form part of the Planning Register that must be retained.	Deletion of remainder documents via EDRMS Document Retention Module
PDM15	Appeal Records held in Archive (Paper files)	Application documents are stored in archive awaiting back scanning - key documents will be scanned and remainder of documents confidentially disposed (as per EDRMS Retention - Appendix 1)	Key appeal documents - Permanent retention, remainder of application documents have a 10 Year retention period	Key documents within each application form part of the Planning Register that must be retained.	Deletion of remainder documents via EDRMS Document Retention Module
PDM16	Highways Pre-application Specialist advice	Main record held in Uniform Database and application documents are stored in IDOX EDRMS Appendix 1 identifies specific document types and their retention period	5 Years		Deletion of remainder documents via EDRMS Document Retention Module
PDM17	High Hedge Applications	Application and correspondence held on F:drive (as per Network Retention - Appx 2)	Permanet retention	Documents within each application form retained for legal obligation purposes.	Deletion from network drive
PDM18	Highway Adoptions	Main records held in WMS Access database held on network drive, archive applications, correspondence and legal agreements held in Anite (Info@Work) and new applications held on network drive\G:	Permanet retention	Documents within each Highway Adoption file retained for legal obligation purposes.	N/A
PDM19	Conservation Area Appraisals	Appraisal documents and consultations held on F:/drive	Appraisal document permanent retentionm, reminder of application documents 1 Year following adoption	Appraisal document retained for legal obligation purposes.	Deletion from network drive
PDM20	Public Comments	Responses/comments received by members of the public in support or objection against a planning application. Those submitted by paper and e-mail are scanned and redacted for personal data, those submitted by public access create a redacted and unredacted version.	10 Years		Deletion of remainder documents via EDRMS Document Retention Module

Ref	Title	Description	Retention Period	Statutory Provisions	Action at end of record life
PDM21	Consultee Comments	Responses/comments received by consultees in support or objection against a planning application.	10 Years		Deletion of remainder documents via EDRMS Document Retention Module
PDM22	Enforcement Investigation	Recorded taped interviews under caution	6 Years	Retention of 6 years from conclusion	When the legal requirement of time for retention has lapsed (6 years), an email should be sent to the Officer who carried out the interview and their Line Manager copied in, ( if they are no longer working within PDFM) then it should just be sent to the Service Manager) for confirmation of confidential destruction.
PDM23	Enforcement Register - Hard Copy/Scanned	Pre ERYC enforcement registers identifying file numbers of paper files held in Archive.	Permanet retention	Required to identify enforcement files	Hard Copy Registers can be disposed of once scanned.
PDM24	Community Fund Grants and associated marketing information	Governance and decision making records e.g. panel recruitment, minutes and reports and contractual records of income and project information and management, including financial audits and project monitoring. Contact lists of Businesses and Organisations for marketing and event purposes	30 Years	Legal/audit obligation to retain for the life of the Grant	Deletion of records and documents from Flexigrant Database and network drive
PDM25	East Riding of Yorkshire Rural Partnership	Records of partnership, business, memberships for Rural Partnerships and affiliated networks	10 Years	Local Authority Policy	Deletion of records and documents from network drive
PDM26	Joint Local Access Forum	Minutes, reports, consultations and public rights of way documentation, recruitment of LAF members	Permanet retention	To be retained for the life of the LAF	N/A
PDM27	Rural Strategy	Responses to surveys carried out by ERYC/Partners (including CLP). Analysis/interpretation and final reports	Strategy Document permanent retention, consultation responses 5 Years	Local Authority Policy	Deletion of consultation responses from network drive.
PDM28	Broadband and Mobile records	Enquires from residents regarding provisions of broadband and mobile coverage within their vicinity.	1 Year		Deletion of records from network drive
PDM29	Planning and Development Management Team generic e-mail accounts	Generic e-mail account used to send and receive Planning and Development Management correspondence and documentation to and from applicants, agents and members of the public.	2 Years		Deletion of records from e-mail account.
PDM30	IDOX Uniform Database	Database of Planning, Trees, Building Control and Enforcement Records and Applications. Impending upgrade to Uniform 10.3.1 allows the deletion of personal information from specific database fields using the soon to be procured Information Mangement Tool.	10 Years		Deletion of personal information from specific database fields.
PDM31	IDOX EDRMS - Document Management System	File storage of all documentation pertaining to records held in IDOX Uniform Database including non-Uniform Strategic Conservation documentation (i.e. Consent to fell records, Tree Preservation Orders, Listed Building photos and plans) all stored by "document type".	As per EDRMS retention Sechedule - Appendix I	Legal Obligation	Deletion of remainder documents via EDRMS Document Retention Module
PDM32	IDOX Public Access/Consultee Access Website	Impending upgrade to PA3.1 collects consent to hold data of individuals submitting comments. Once data removed from Uniform/IDOX EDRMS, published data is automatically removed from Public Access.	As per EDRMS retention Sechedule - Appendix I	Legal Obligation	Deletion of documents via EDRMS Document Retention Module
PDM33	IDOX Obligation Tracker Database	Database for recording of S106 Legal Agreements, recording developer obligations and Service Area spending.	Permanet retention	Legal Obligation	N/A
PDM34	History Search requests	Chargeable service for requests from members of the public and Solicitors for property and land history information.	2 Years		Deletion of records from network drive
PDM35	Notice of Decision Requests	Chargeable service for requests from members of the public and Solicitors for copies of Notice of Decisions.	2 Years		Deletion of records from network drive
PDM36	Adopted Highway Requests	Chargeable service for requests from members of the public and Solicitors for highway plans.	2 Years		Deletion of records from network drive
PDM37	Receipts	Paye.net payment receipts and Cheque payment receipts for above service requests.	7 Years	Audit obligations	Deletion of records from network drive
IDOX1	Acknowledgement Letter	IDOX EDRMS - Electronic Document Retention - Planning Module	10 Years	System retention in place	Deletion of documents
IDOX2	Additional Consultations Pro Forma	IDOX EDRMS - Electronic Document Retention - Planning Module	10 Years	System retention in place	Deletion of documents
IDOX3	Additional Information	IDOX EDRMS - Electronic Document Retention - Planning Module	10 Years	System retention in place	Deletion of documents
IDOX4	Amended Plans	IDOX EDRMS - Electronic Document Retention - Planning Module	10 Years	System retention in place	Deletion of documents
IDOX5	Appeal Correspondence	IDOX EDRMS - Electronic Document Retention - Planning Module	10 Years	System retention in place	Deletion of documents
IDOX6	Appeal Decision	IDOX EDRMS - Electronic Document Retention - Planning Module	Permanet retention	System retention in place	
IDOX7	Appeal Form	IDOX EDRMS - Electronic Document Retention - Planning Module	Permanet retention	System retention in place	
IDOX8	Appellant's Case	IDOX EDRMS - Electronic Document Retention - Planning Module	10 Years	System retention in place	Deletion of documents
IDOX9	Application Form	IDOX EDRMS - Electronic Document Retention - Planning Module	Permanet retention	System retention in place	

Ref	Title	Description	Retention Period	Statutory Provisions	Action at end of record life
IDOX10	BackGround Papers	IDOX EDRMS - Electronic Document Retention - Planning Module	Permanet retention	System retention in place	
IDOX11	Certificates	IDOX EDRMS - Electronic Document Retention - Planning Module	10 Years	System retention in place	Deletion of documents
IDOX12	Committee Decision Action Sheet	IDOX EDRMS - Electronic Document Retention - Planning Module	10 Years	System retention in place	Deletion of documents
IDOX13	Committee Report	IDOX EDRMS - Electronic Document Retention - Planning Module	Permanet retention	System retention in place	
IDOX14	Conditions	IDOX EDRMS - Electronic Document Retention - Planning Module	Permanet retention	System retention in place	
IDOX15	Confidential	IDOX EDRMS - Electronic Document Retention - Planning Module	10 Years	System retention in place	Deletion of documents
IDOX16	Consultee Comment	IDOX EDRMS - Electronic Document Retention - Planning Module	10 Years	System retention in place	Deletion of documents
IDOX17	Correspondence	IDOX EDRMS - Electronic Document Retention - Planning Module	10 Years	System retention in place	Deletion of documents
IDOX18	Council's Case	IDOX EDRMS - Electronic Document Retention - Planning Module	10 Years	System retention in place	Deletion of documents
IDOX19	Councillor Correspondence	IDOX EDRMS - Electronic Document Retention - Planning Module	10 Years	System retention in place	Deletion of documents
IDOX20	Decision	IDOX EDRMS - Electronic Document Retention - Planning Module	Permanet retention	System retention in place	
IDOX21	Defamatory Response	IDOX EDRMS - Electronic Document Retention - Planning Module	10 Years	System retention in place	Deletion of documents
IDOX22	Delegated Matters Form	IDOX EDRMS - Electronic Document Retention - Planning Module	10 Years	System retention in place	Deletion of documents
IDOX23	Do I Need Permission Enquiry	IDOX EDRMS - Electronic Document Retention - Planning Module	5 Years	System retention in place	Deletion of documents
IDOX24	Documents on Hold	IDOX EDRMS - Electronic Document Retention - Planning Module	10 Years	System retention in place	Deletion of documents
IDOX25	Draft Decision	IDOX EDRMS - Electronic Document Retention - Planning Module	10 Years	System retention in place	Deletion of documents
IDOX26	Draft Response	IDOX EDRMS - Electronic Document Retention - Planning Module	5 Years	System retention in place	Deletion of documents
IDOX27	eDecision	IDOX EDRMS - Electronic Document Retention - Planning Module	Permanet retention	System retention in place	
IDOX28	Environmental Permit Consultation	IDOX EDRMS - Electronic Document Retention - Planning Module	10 Years	System retention in place	Deletion of documents
IDOX29	Extension of Time	IDOX EDRMS - Electronic Document Retention - Planning Module	10 Years	System retention in place	Deletion of documents
IDOX30	File Note	IDOX EDRMS - Electronic Document Retention - Planning Module	10 Years	System retention in place	Deletion of documents
IDOX31	General Comment	IDOX EDRMS - Electronic Document Retention - Planning Module	10 Years	System retention in place	Deletion of documents
IDOX32	Historic Application	IDOX EDRMS - Electronic Document Retention - Planning Module	Permanet retention	System retention in place	
IDOX33	Historic Plan	IDOX EDRMS - Electronic Document Retention - Planning Module	Permanet retention	System retention in place	
IDOX34	Invalid Letter	IDOX EDRMS - Electronic Document Retention - Planning Module	5 Years	System retention in place	Deletion of documents
IDOX35	Legal Agreement	IDOX EDRMS - Electronic Document Retention - Planning Module	Permanet retention	System retention in place	
IDOX36	Legal Response	IDOX EDRMS - Electronic Document Retention - Planning Module	10 Years	System retention in place	Deletion of documents

Ref	Title	Description	Retention Period	Statutory Provisions	Action at end of record life
IDOX37	Non Material Amendment	IDOX EDRMS - Electronic Document Retention - Planning Module	Permanet retention	System retention in place	
IDOX38	Officer Notes	IDOX EDRMS - Electronic Document Retention - Planning Module	10 Years	System retention in place	Deletion of documents
IDOX39	Officer Report	IDOX EDRMS - Electronic Document Retention - Planning Module	Permanet retention	System retention in place	
IDOX40	OS Extract	IDOX EDRMS - Electronic Document Retention - Planning Module	5 Years	System retention in place	Deletion of documents
IDOX41	Other	IDOX EDRMS - Electronic Document Retention - Planning Module	5 Years	System retention in place	Deletion of documents
IDOX42	Payment	IDOX EDRMS - Electronic Document Retention - Planning Module	10 Years	System retention in place	Deletion of documents
IDOX43	Photo	IDOX EDRMS - Electronic Document Retention - Planning Module	10 Years	System retention in place	Deletion of documents
IDOX44	Plans	IDOX EDRMS - Electronic Document Retention - Planning Module	Permanet retention	System retention in place	
IDOX45	Portal Document	IDOX EDRMS - Electronic Document Retention - Planning Module	5 Years	System retention in place	Deletion of documents
IDOX46	Pre-Application Enquiry	IDOX EDRMS - Electronic Document Retention - Planning Module	5 Years	System retention in place	Deletion of documents
IDOX47	Press Advert	IDOX EDRMS - Electronic Document Retention - Planning Module	10 Years	System retention in place	Deletion of documents
IDOX48	Provisional TPO Request	IDOX EDRMS - Electronic Document Retention - Planning Module	Permanet retention	System retention in place	
IDOX49	Public Comment	IDOX EDRMS - Electronic Document Retention - Planning Module	10 Years	System retention in place	Deletion of documents
IDOX50	Receipt	IDOX EDRMS - Electronic Document Retention - Planning Module	10 Years	System retention in place	Deletion of documents
IDOX51	Recommendation Sheet	IDOX EDRMS - Electronic Document Retention - Planning Module	Permanet retention	System retention in place	
IDOX52	Refund	IDOX EDRMS - Electronic Document Retention - Planning Module	10 Years	System retention in place	Deletion of documents
IDOX53	Site Notes	IDOX EDRMS - Electronic Document Retention - Planning Module	10 Years	System retention in place	Deletion of documents
IDOX54	Site Notice	IDOX EDRMS - Electronic Document Retention - Planning Module	10 Years	System retention in place	Deletion of documents
IDOX55	Special Delegated Form	IDOX EDRMS - Electronic Document Retention - Planning Module	Permanet retention	System retention in place	
IDOX56	Summary Sheet	IDOX EDRMS - Electronic Document Retention - Planning Module	10 Years	System retention in place	Deletion of documents
IDOX57	Supporting Documents	IDOX EDRMS - Electronic Document Retention - Planning Module	Permanet retention	System retention in place	
IDOX58	TPO Request	IDOX EDRMS - Electronic Document Retention - Planning Module	Permanet retention	System retention in place	
IDOX59	Tree Owner Response	IDOX EDRMS - Electronic Document Retention - Planning Module	Permanet retention	System retention in place	
IDOX60	Tree Preservation Order	IDOX EDRMS - Electronic Document Retention - Planning Module	Permanet retention	System retention in place	
IDOX61	Tree Report	IDOX EDRMS - Electronic Document Retention - Planning Module	10 Years	System retention in place	Deletion of documents
IDOX62	Tree Works Notification	IDOX EDRMS - Electronic Document Retention - Planning Module	Permanet retention	System retention in place	
IDOX63	Valid Info	IDOX EDRMS - Electronic Document Retention - Planning Module	10 Years	System retention in place	Deletion of documents

Ref	Title	Description	Retention Period	Statutory Provisions	Action at end of record life
IDOX64	Validation Proforma	IDOX EDRMS - Electronic Document Retention - Planning Module	10 Years	System retention in place	Deletion of documents
IDOX65	Validation Sheet	IDOX EDRMS - Electronic Document Retention - Planning Module	10 Years	System retention in place	Deletion of documents
IDOX66	Appeal Correspondence	Electronic Document Retention - Appeals Module	10 Years	System retention in place	Deletion of documents
IDOX67	Appeal Decision	Electronic Document Retention - Appeals Module	Permanet retention	System retention in place	
IDOX68	Appeal Form	Electronic Document Retention - Appeals Module	Permanet retention	System retention in place	
IDOX69	Appellant's Case	Electronic Document Retention - Appeals Module	10 Years	System retention in place	Deletion of documents
IDOX70	Council's Case	Electronic Document Retention - Appeals Module	10 Years	System retention in place	Deletion of documents
IDOX71	Public Comment	Electronic Document Retention - Appeals Module	10 Years	System retention in place	Deletion of documents
IDOX72	3rd Party Comments	Electronic Document Retention - Appeals Module	10 Years	System retention in place	Deletion of documents
IDOX73	Rule 6	Electronic Document Retention - Appeals Module	10 Years	System retention in place	Deletion of documents
IDOX74	Proof of Evidence	Electronic Document Retention - Appeals Module	10 Years	System retention in place	Deletion of documents
IDOX75	Site Notice	Electronic Document Retention - Appeals Module	10 Years	System retention in place	Deletion of documents
IDOX76	Press Advert	Electronic Document Retention - Appeals Module	10 Years	System retention in place	Deletion of documents
IDOX77	Common Ground	Electronic Document Retention - Appeals Module	10 Years	System retention in place	Deletion of documents
IDOX78	Appeals Documents	Electronic Document Retention - Appeals Module	10 Years	System retention in place	Deletion of documents
IDOX79	Unilateral Undertaken	Electronic Document Retention - Appeals Module	10 Years	System retention in place	Deletion of documents
IDOX80	Unilateral Undertaken	Electronic Document Retention - Appeals Module	10 Years	System retention in place	Deletion of documents
IDOX81	I0DUPD Template	Electronic Document Retention - Enforcement Module (153 apps with Please Choose)	Permanet retention	System retention in place	
IDOX82	ACKLET Template	Electronic Document Retention - Enforcement Module (153 apps with Please Choose)	Permanet retention	System retention in place	
IDOX83	ADWARN Template	Electronic Document Retention - Enforcement Module (153 apps with Please Choose)	Permanet retention	System retention in place	
IDOX84	AUTLEG Template	Electronic Document Retention - Enforcement Module (153 apps with Please Choose)	Permanet retention	System retention in place	
IDOX85	BCN Template	Electronic Document Retention - Enforcement Module (153 apps with Please Choose)	Permanet retention	System retention in place	
IDOX86	BCN1 Template	Electronic Document Retention - Enforcement Module (153 apps with Please Choose)	Permanet retention	System retention in place	
IDOX87	BDIS - Section 215 (1)	Electronic Document Retention - Enforcement Module (153 apps with Please Choose)	Permanet retention	System retention in place	
IDOX88	BDIS - Section 215 (2) Legal	Electronic Document Retention - Enforcement Module (153 apps with Please Choose)	Permanet retention	System retention in place	
IDOX89	BDIS - Section 215 (3) Officer	Electronic Document Retention - Enforcement Module (153 apps with Please Choose)	Permanet retention	System retention in place	
IDOX90	Caravan Holiday Check	Electronic Document Retention - Enforcement Module (153 apps with Please Choose)	Permanet retention	System retention in place	

Ref	Title	Description	Retention Period	Statutory Provisions	Action at end of record life
IDOX91	Case File	Electronic Document Retention - Enforcement Module (153 apps with Please Choose)	Permanet retention	System retention in place	
IDOX92	Correspondence	Electronic Document Retention - Enforcement Module (153 apps with Please Choose)	Permanet retention	System retention in place	
IDOX93	DRAFTLETTER Template	Electronic Document Retention - Enforcement Module (153 apps with Please Choose)	Permanet retention	System retention in place	
IDOX94	DRTLEG Template	Electronic Document Retention - Enforcement Module (153 apps with Please Choose)	Permanet retention	System retention in place	
IDOX95	ENAUTH Template (Enforcement notice)	Electronic Document Retention - Enforcement Module (153 apps with Please Choose)	Permanet retention	System retention in place	
IDOX96	ENFI Template	Electronic Document Retention - Enforcement Module (153 apps with Please Choose)	Permanet retention	System retention in place	
IDOX97	ENF2 Template	Electronic Document Retention - Enforcement Module (153 apps with Please Choose)	Permanet retention	System retention in place	
IDOX98	ENNOT (INFA) Template	Electronic Document Retention - Enforcement Module (153 apps with Please Choose)	Permanet retention	System retention in place	
IDOX99	MEMO (to prosecute) Template	Electronic Document Retention - Enforcement Module (153 apps with Please Choose)	Permanet retention	System retention in place	
IDOX100	MEMO Template	Electronic Document Retention - Enforcement Module (153 apps with Please Choose)	Permanet retention	System retention in place	
IDOX101	Other	Electronic Document Retention - Enforcement Module (153 apps with Please Choose)	Permanet retention	System retention in place	
IDOX102	Planning Contravention Notice	Electronic Document Retention - Enforcement Module (153 apps with Please Choose)	Permanet retention	System retention in place	
IDOX103	Photo	Electronic Document Retention - Enforcement Module (153 apps with Please Choose)	Permanet retention	System retention in place	
IDOX104	Plans	Electronic Document Retention - Enforcement Module (153 apps with Please Choose)	Permanet retention	System retention in place	
IDOX105	Public Register	Electronic Document Retention - Enforcement Module (153 apps with Please Choose)	Permanet retention	System retention in place	
IDOX106	Standard Observations Covering Letter	Electronic Document Retention - Enforcement Module (153 apps with Please Choose)	Permanet retention	System retention in place	
IDOX107	STOPNOT Template (Stop Notice)	Electronic Document Retention - Enforcement Module (153 apps with Please Choose)	Permanet retention	System retention in place	
IDOX108	Welfare Checklist	Electronic Document Retention - Enforcement Module (153 apps with Please Choose)	Permanet retention	System retention in place	
IDOX109	Documents on Hold	Electronic Document Retention - Enforcement Module (153 apps with Please Choose)	Permanet retention	System retention in place	
IDOX110	Historic Application	Electronic Document Retention - Enforcement Module (153 apps with Please Choose)	Permanet retention	System retention in place	
IDOX111	Public Comment	Electronic Document Retention - Enforcement Module (153 apps with Please Choose)	Permanet retention	System retention in place	
IDOX112	Section 215	Electronic Document Retention - Enforcement Module (153 apps with Please Choose)	Permanet retention	System retention in place	
IDOX113	Decision	IDOX EDRMS - Electronic Document Retention Planning Module (Non Uniform Applications)	Permanet retention	System retention in place	
IDOX114	Appeal Correspondence	STA Files - Consent to Fell Trees (6789) IDOX EDRMS - Electronic Document Retention Planning Module (Non Uniform Applications)	10 Years	System retention in place	Deletion of documents
IDOX115	Background Papers	STA Files - Consent to Fell Trees (6789) IDOX EDRMS - Electronic Document Retention Planning Module (Non Uniform Applications)	Permanet retention	System retention in place	
IDOX116	Photos	STA Files - Consent to Fell Trees (6789) IDOX EDRMS - Electronic Document Retention Planning Module (Non Uniform Applications)	10 Years	System retention in place	Deletion of documents
IDOX117	Application Form	STA Files - Consent to Fell Trees (6789) IDOX EDRMS - Electronic Document Retention Planning Module (Non Uniform Applications)	Permanet retention	System retention in place	

Ref	Title	Description	Retention Period	Statutory Provisions	Action at end of record life
IDOX118	Correspondence	STA Files - Consent to Fell Trees (6789) IDOX EDRMS - Electronic Document Retention Planning Module (Non Uniform Applications)	10 Years	System retention in place	Deletion of documents
IDOX119	Officer Report	STA Files - Consent to Fell Trees (6789) IDOX EDRMS - Electronic Document Retention Planning Module (Non Uniform Applications)	Permanet retention	System retention in place	
IDOX120	Officer Notes	STA Files - Consent to Fell Trees (6789) IDOX EDRMS - Electronic Document Retention Planning Module (Non Uniform Applications)	10 Years	System retention in place	Deletion of documents
IDOX121	Supporting Documents	STA Files - Consent to Fell Trees (6789) IDOX EDRMS - Electronic Document Retention Planning Module (Non Uniform Applications)	Permanet retention	System retention in place	
IDOX122	Decision	Tree Preservation Order Files (Orders) - 1229 IDOX EDRMS - Electronic Document Retention Planning Module (Non Uniform Applications)	Permanet retention	System retention in place	
IDOX123	Tree Preservation Order	Tree Preservation Order Files (Orders) - 1229 IDOX EDRMS - Electronic Document Retention Planning Module (Non Uniform Applications)	Permanet retention	System retention in place	
IDOX124	Background Paper	Tree Preservation Order Files (Orders) - 1229 IDOX EDRMS - Electronic Document Retention Planning Module (Non Uniform Applications)	Permanet retention	System retention in place	
IDOX125	Committee Report	Tree Preservation Order Files (Orders) - 1229 IDOX EDRMS - Electronic Document Retention Planning Module (Non Uniform Applications)	Permanet retention	System retention in place	
IDOX126	Correspondence	Tree Preservation Order Files (Orders) - 1229 IDOX EDRMS - Electronic Document Retention Planning Module (Non Uniform Applications)	10 Years	System retention in place	Deletion of documents
IDOX127	Legal Response	Tree Preservation Order Files (Orders) - 1229 IDOX EDRMS - Electronic Document Retention Planning Module (Non Uniform Applications)	10 Years	System retention in place	Deletion of documents
IDOX128	File Note	Tree Preservation Order Files (Orders) - 1229 IDOX EDRMS - Electronic Document Retention Planning Module (Non Uniform Applications)	10 Years	System retention in place	Deletion of documents
IDOX129	Delegated Matters Form	Tree Preservation Order Files (Orders) - 1229 IDOX EDRMS - Electronic Document Retention Planning Module (Non Uniform Applications)	10 Years	System retention in place	Deletion of documents
IDOX130	Officer Notes	Tree Preservation Order Files (Orders) - 1229 IDOX EDRMS - Electronic Document Retention Planning Module (Non Uniform Applications)	10 Years	System retention in place	Deletion of documents
IDOX131	Photos	Tree Preservation Order Files (Orders) - 1229 IDOX EDRMS - Electronic Document Retention Planning Module (Non Uniform Applications)	Permanet retention	System retention in place	
IDOX132	Background Papers	Tree Preservation Order Files (Orders) - 1229 IDOX EDRMS - Electronic Document Retention Planning Module (Non Uniform Applications)	Permanet retention	System retention in place	
IDOX133	Supporting Documents	Tree Preservation Order Files (Orders) - 1229 IDOX EDRMS - Electronic Document Retention Planning Module (Non Uniform Applications)	Permanet retention	System retention in place	
IDOX134	TPO Request	Tree Preservation Order Files (Orders) - 1229 IDOX EDRMS - Electronic Document Retention Planning Module (Non Uniform Applications)	Permanet retention	System retention in place	
IDOX135	Please Choose	Electronic Document Retention - Building Control Module	15 Years	System retention in place	Deletion of documents
IDOX136	Access	Electronic Document Retention - Building Control Module	15 Years	System retention in place	Deletion of documents
IDOX137	Acknowledgement	Electronic Document Retention - Building Control Module	15 Years	System retention in place	Deletion of documents
IDOX138	Application	Electronic Document Retention - Building Control Module	15 Years	System retention in place	Deletion of documents
IDOX139	Calculations	Electronic Document Retention - Building Control Module	15 Years	System retention in place	Deletion of documents
IDOX140	Certificate	Electronic Document Retention - Building Control Module	15 Years	System retention in place	Deletion of documents
IDOX141	Cheque	Electronic Document Retention - Building Control Module	10 Years	System retention in place	Deletion of documents
IDOX142	Consultation	Electronic Document Retention - Building Control Module	15 Years	System retention in place	Deletion of documents
IDOX143	Correspondence In	Electronic Document Retention - Building Control Module	15 Years	System retention in place	Deletion of documents
IDOX144	Correspondence Out	Electronic Document Retention - Building Control Module	15 Years	System retention in place	Deletion of documents

Ref	Title	Description	Retention Period	Statutory Provisions	Action at end of record life
IDOX145	Decision Notice	Electronic Document Retention - Building Control Module	15 Years	System retention in place	Deletion of documents
IDOX146	E-mail	Electronic Document Retention - Building Control Module	15 Years	System retention in place	Deletion of documents
IDOX147	Extension of Time	Electronic Document Retention - Building Control Module	15 Years	System retention in place	Deletion of documents
IDOX148	Fire Consult	Electronic Document Retention - Building Control Module	15 Years	System retention in place	Deletion of documents
IDOX149	Fire Plan	Electronic Document Retention - Building Control Module	15 Years	System retention in place	Deletion of documents
IDOX150	Historic	Electronic Document Retention - Building Control Module	15 Years	System retention in place	Deletion of documents
IDOX151	Initial Notice	Electronic Document Retention - Building Control Module	15 Years	System retention in place	Deletion of documents
IDOX152	Invoice	Electronic Document Retention - Building Control Module	10 Years	System retention in place	Deletion of documents
IDOX153	Journal	Electronic Document Retention - Building Control Module	10 Years	System retention in place	Deletion of documents
IDOX154	Land Charges	Electronic Document Retention - Building Control Module	15 Years	System retention in place	Deletion of documents
IDOX155	Local Issues	Electronic Document Retention - Building Control Module	15 Years	System retention in place	Deletion of documents
IDOX156	Memo	Electronic Document Retention - Building Control Module	15 Years	System retention in place	Deletion of documents
IDOX157	Other	Electronic Document Retention - Building Control Module	15 Years	System retention in place	Deletion of documents
IDOX158	Photograph	Electronic Document Retention - Building Control Module	15 Years	System retention in place	Deletion of documents
IDOX159	Plans	Electronic Document Retention - Building Control Module	15 Years	System retention in place	Deletion of documents
IDOX160	Receipt	Electronic Document Retention - Building Control Module	10 Years	System retention in place	Deletion of documents
IDOX161	Rejection	Electronic Document Retention - Building Control Module	15 Years	System retention in place	Deletion of documents
IDOX162	Rejection Reminder	Electronic Document Retention - Building Control Module	15 Years	System retention in place	Deletion of documents
IDOX163	Report	Electronic Document Retention - Building Control Module	15 Years	System retention in place	Deletion of documents
IDOX164	Section 16 Notice	Electronic Document Retention - Building Control Module	15 Years	System retention in place	Deletion of documents
IDOX165	Section 78 Notice	Electronic Document Retention - Building Control Module	15 Years	System retention in place	Deletion of documents
IDOX166	Specification	Electronic Document Retention - Building Control Module	15 Years	System retention in place	Deletion of documents
IDOX167	Yorkshire Water	Electronic Document Retention - Building Control Module	15 Years	System retention in place	Deletion of documents
IDOX168	Pre-application Enquiry	STRAT/PREP - 31 IDOX EDRMS - Electronic Document Retention Planning Module (Non Uniform Applications)	5 Years	System retention in place	Deletion of documents
IDOX169	Supporting Documents	STRAT/EIA - 90 IDOX EDRMS - Electronic Document Retention Planning Module (Non Uniform Applications)	5 Years (Need to re-index to Corr)	System retention in place	Deletion of documents
IDOX170	Supporting Documents	Listed Building Photos and Documents - LB/ 614 IDOX EDRMS - Electronic Document Retention Planning Module (Non Uniform Applications)	Permanet retention	System retention in place	
IDOX171	Supporting Documents	Conservation Appraisals - CON/Files - 99 IDOX EDRMS - Electronic Document Retention Planning Module (Non Uniform Applications)	Permanet retention	System retention in place	



Ref	Title	Description	Retention Period	Statutory Provisions	Action at end of record life
IDOX172	Historic Application	Parish Record Cards - A-Z Prefix of Archive Planning Register IDOX EDRMS - Electronic Document Retention Planning Module (Non Uniform Applications)	Permanet retention	System retention in place	
IDOX173	Historic Plans	Parish Record Cards - A-Z Prefix of Archive Planning Register IDOX EDRMS - Electronic Document Retention Planning Module (Non Uniform Applications)	Permanet retention	System retention in place	
IDOX174	Application	High Hedge Applications	Permanet retention	System retention in place	
IDOX175	Questionnaire	High Hedge Applications	Permanet retention	System retention in place	
IDOX176	Case Report	High Hedge Applications	Permanet retention	System retention in place	
IDOX177	Remedial Notice	High Hedge Applications	Permanet retention	System retention in place	
IDOX178	Decision	High Hedge Applications	Permanet retention	System retention in place	
IDOX179	Decision	High Hedge Applications	Permanet retention	System retention in place	
IDOX180	Highway Adoption Database	Highway Adoptions 3857	Permanet retention	System retention in place	
IDOX181	Highway Adoption Files (New)	Highway Adoptions 3857	Permanet retention	System retention in place	
IDOX182	BACKINF	Highway Adoptions 3857	Permanet retention	System retention in place	
IDOX183	ADOPTD	Highway Adoptions 3857	Permanet retention	System retention in place	
IDOX184	S62AGR	Highway Adoptions 3857	Permanet retention	System retention in place	
IDOX185	S38AGR	Highway Adoptions 3857	Permanet retention	System retention in place	
IDOX186	S38LEG	Highway Adoptions 3857	Permanet retention	System retention in place	