

## Housing, Transport and Public Protection Retention Schedule - Correct as of 23 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
<b>HOUSING &amp; SAFE COMMUNITIES</b>					
<b>Systems</b>					
HSC1	Academy-Applications (scanned info accessed via Anite)	These record details of current and former housing applicants circumstances, and correspondence relating to the person	6 years	Current applicants records kept for duration of application (live). Former applicants records kept for 6 years	Delete
HSC2	Academy-Tenancy (scanned docs accessed via Anite)	These record current and former tenant files-correspondence relating to the person.	6 years	Current applicants records kept for duration of application (live). Former applicants records kept for 6 years	Delete
HSC3	Academy-Repairs (Scanned docs accessed via Anite)	Property repair history	Repair records kept for as long as council owns the property.	Housing legislation	Delete
HSC4	ASB records	ASB records		Common Practice	Delete
HSC5	Disabled Facility Grant records (completed applications)	Disabled Facility Grant records (completed applications)		Common Practice	Delete
HSC6	person records for housing applicants	person records for housing applicants	6 years	Common Practice	Delete
HSC7	Person records for housing tenants	Person records for housing tenants	6 years	Common Practice	Delete
HSC8	Property repair records for council houses	Property repair records for council houses	property lifetime	Common Practice	Delete
<b>Shared Drives</b>					
HSC9	ADE and Standard letters for housing	ADE and Standard letters for housing		Common Practice	Delete
HSC10	Health and safety inspections etc for housing services	Health and safety inspections etc for housing services		Common Practice	Delete
HSC11	housing management	housing management		Common Practice	Delete
HSC12	housing resources (Tenant Participation records)	housing resources (Tenant Participation records)		Common Practice	Delete
HSC13	support services/standard forms.	support services/standard forms.		Common Practice	Delete
HSC14	Gypsy/Traveller records	Gypsy/Traveller records		Common Practice	Delete
HSC15	Traveller site records	Traveller site records		Common Practice	Delete
HSC16	ASB records/perpatrator and victim files	ASB records/perpatrator and victim files		Common Practice	Delete
HSC17	neighbourhoodwatch info	neighbourhoodwatch info		Common Practice	Delete
HSC18	Community Safety Partnership	Community Safety Partnership		Common Practice	Delete
HSC19	Court and other legal papers	Court and other legal papers		Common Practice	Delete
HSC20	Admin information	Admin information		Common Practice	Delete
HSC21	Domestic violence -Adults	Domestic violence -Adults		Common Practice	Delete
HSC22	Domestic violence- Perpatrator (PODAS)	Domestic violence- Perpatrator (PODAS)		Common Practice	Delete
HSC23	Domestic violence - childrens service	Domestic violence - childrens service		Common Practice	Delete
HSC24	MARAC agendas etc	MARAC agendas etc		Common Practice	Delete
<b>Individual Team Member P Drives</b>					
HSC25	Personal files and records	Personal files and records	Various - Disciplinary 1 year, absence records 18 months, EDR 1 year, employee info 3 years,	Common practice	Delete
<b>Paper Files</b>					
HSC26	Current site pitch agreements for Travellers	Current site pitch agreements for Travellers		Common practice	Delete
HSC27	Disabled Facility Grant records (pending applications)	Disabled Facility Grant records (pending applications)		Common practice	Delete
HSC28	Highest risk (HBV)	Highest risk (HBV)		Common practice	Delete
HSC29	REStore	former tenancy records/housing applications/former property records/ rtb files		Common practice	Delete
HSC30	Syrian Refugee	Records of pending arrivals		Common practice	Delete
HSC31	Pending RTB applications	Records of current applications		Common practice	Delete
HSC32	Homeless rough sleeper info	Records of current rough sleepers		Common practice	Delete
HSC33	Active housing cases	Active homeless applications/housing management files/applications		Common practice	Delete
HSC34	Various HMU records	Vehicle checklists/PPE lists etc		Common practice	Delete
HSC35	Various HMU records	Gas and electrical certificates awaiting assessment and scanning		Common practice	Delete
HSC36	planned improvemnets docs	planned improvemnets docs		Common practice	Delete

Ref.	Title	Description	Retention Period	Statutory Provisions	Action at end of record life
<b>TRANSPORTATION SERVICES</b>					
<b>OSD-TRANSPORT</b>					
TRA1	Budgets	Budget monitoring information used for the management of the unit	Permanent	Common practice	
TRA2	Budget Information	Budget monitoring of public transport and concessionary fares	Permanent	Common practice	
TRA3	Monthly budget monitoring	Reports that set out actual monthly revenue and expenditure against budget profiles	3 Years	Common practice	Delete
TRA4	Benchmarking data	Data that compares performance against other organisations	5 Years	Common practice	Delete
TRA5	Booking Database	Day to day records of all passengers & data to enable operations	Permanent	Common practice	
TRA6	Bus Stops	A record of every bus stop in the ERYC area - GIS mapping	Permanent	Common practice	
TRA7	Correspondence - general	Correspondence received	4 Years	Common practice	Delete
TRA8	Complaints	Complaints and responses	5 Years	Common practice	Delete
TRA9	Consultation information	Records and analysis of responses to consultations carried out with clients and the public	3 Years	Common practice	Delete
TRA10	Contract records	All information regarding each contract - pre contract process, development and specification and related documentation, tender evaluation, contracts	7 Years	Common practice	Delete
TRA11	Contract Documents	Adult Services Re-routing project	7 Years	Common practice	Delete
TRA12	Concessionary Fares National Bus Pass	To be a record of National Bus Passes issued in East Riding of Yorkshire	Permanent	Common practice	
TRA13	Community Transport Information	Day to day records of all documentation & data to enable partnership working	3 Years	Common practice	Delete
TRA14	E- Mails	Day to day records of all E-Mails sent and received to help operations	3 Years	Common practice	Delete from OSD_Transport
TRA15	GIS Route Maps	Route Mapping	Permanent	TBC	
TRA16	Health and Safety information	Records of inspections of premises and equipment, to ensure they are safe, accident reports, first aid recors, fire warden records	6 Years (inspections); accident reports (permanent); first aid / fire (review on staff change)	Health and Safety at work act	N/A
TRA17	I.T Applications	Booking Database Operation	Permanent	Common practice	
TRA18	Letters	Day to day records of all letters sent and received to help operations	3 Years	Common practice	Delete from OSD_Transport
TRA19	Letters (archived)	Day to day records of all letters sent and received to help operations	3 Years	Common practice	Delete from OSD_Transport
TRA20	Organisational Charts, job outlines and specs	Staffing structure and role information	Staff Structure/Job Changes	Common practice	Delete from OSD_Transport
TRA21	Operator files	A record of all operators on our List of Approved Operators	Permanent	Common practice	
TRA22	ONE database	A record of all pupils attending East Riding Schools	Permanent	Common practice	
TRA23	Passenger Lists	Adult Services Re-routing project	3 Years	Common practice	Delete from OSD_Transport
TRA24	Recruitment Records	Recording the processes followed to select an individual for a post including application forms, scoring matrixes, interview notes	75 Years	Common practice	Delete from OSD_Transport
TRA25	Records of service meetings	Records of meetings within service area i.e. team meetings, working groups etc	3 Years	Common practice	Delete from OSD_Transport
TRA26	Reports and Decision Records	All Reports and Decision Records undertaken in Transportation Services	3 Years	Common practice	Delete from OSD_Transport
TRA27	Service plan	Set out plans and strategies for service area	1 Year	Common practice	Delete from OSD_Transport
TRA28	Service area newsletters	Newsletters produced by services areas to provide information/advice to clients	3 Years	Common practice	Delete from OSD_Transport
TRA29	Staff Addresses	Transformation	3 Years	Common practice	Delete from OSD_Transport
TRA30	Transport Requests	To notify the section of an individuals transport requirement; to allow transport arrangements to be made.	Permanent	Common practice	
TRA31	Wheelchair Passports	Day to day records of all passengers & data to enable operations	Permanent	Common practice	
TRA32	DBS and Risk Assessments	Confirmation that all operators adhere to ERYC legislation	Permanent	TBC	

Ref.	Title	Description	Retention Period	Statutory Provisions	Action at end of record life
<b>Paper</b>					
TRA33	Bus Service Registrations	To be a record of bus services operated within the East Riding of Yorkshire	Permanent	Common practice	Shredded
TRA34	Free Disabled Bus Pass	A record of Free Disabled passes issued by ERYC	Permanent	Common practice	Shredded
TRA35	Contract Files	All information regarding each contract	7 Years	Limitation Act	Shredded
TRA36	Letters	Day to day records of all letters sent and received to help operations	3 Years	Common practice	Shredded
TRA37	Reports	Various reports produced by the Passenger Services	3 Years	Common practice	Shredded
TRA38	Decision Records	All Decision Records undertaken in Transportation Services	3 Years	Common practice	Shredded
<b>Individual Team Member P Drives</b>					
TRA39	Personal/Sensitive info	Docs on P Drives	3 Years	Common practice	Delete
<b>Digital files / records</b>					
TRA40	Docs on CCTV etc.	Docs on CCTV etc.	3 Years	Common practice	Delete
<b>Archived files / records</b>					
TRA41	Docs sent to archive	Docs sent to archive	3 Years	Common practice	Delete
<b>PUBLIC PROTECTION</b>					
<b>computer system</b>					
PUB1	Complaint/Investigation records	Electronic Information on Flare Database/Anite	6 Years after licence ends	common practice	delete
PUB2	Inspection records	Electronic information in Flare Database/ Anite	6 years after licence ends	common practice	delete
PUB3	Requests for service records	Electronic information on Flare Database	6 years	common practice	delete
PUB4	Licence Records - Licensing Act 2003 and Gambling Act 2005	Electronic Information on Flare Database / hard copy files (stored off site at Restore Goole) and A	6 years after the licence ends, otherwise indefinitely whilst the licence remains active	Licensing Act 2003	delete
PUB5	Licensing Records -Street Trading/Sex Establishments/ scrap metal dealers/street collections/ house to house collections/ Taxi Licensing/Caravan Sites .	Electronic Information on Mem Flare Database/ Excel registers and Anite. Paper records for caravan site licences	6 years after the licence ends, longer in the case of taxi drivers/operators who pose public safety risks - indefinite in those cases	common practice	delete
PUB6	DBS police checks/ medical forms	Copies/data off DBS criminal record certificates/ Groups 2 medical forms	5 years or sooner as medicals are undertaken and replaced	Common practice	delete
PUB7	Prosecution Files	Electronic information held in Flare	6 Years	Courts Procedural Rule	Delete & Shred Information.
PUB8	Electronic computer records	A range of electronic records held on Civica APP software package for private sector housing	6 Years	common practice	Delete Information
PUB9	Electronic computer records	A range of electronic records held on Civica APP software package for health & safety enforcement	6 Years	common practice	Delete Information
PUB10	Complaint/Investigation records	Electronic Information on Flare Database/Anite	6 Years after licence ends	common practice	Delete Information
PUB11	Inspection records	Electronic information in Flare Database/ Anite	6 years after licence ends	common practice	Delete Information
PUB12	Requests for service records	Electronic information on Flare Database	6 years	common practice	Delete Information
PUB13	Licence Records - Licensing Act 2003 and Gambling Act 2005	Electronic Information on Flare Database / hard copy files (stored off site at Restore Goole) and A	6 years after the licence ends, otherwise indefinitely whilst the licence remains active	Licensing Act 2003	Delete Information
PUB14	Licensing Records -Street Trading/Sex Establishments/ scrap metal dealers/street collections/ house to house collections/ Taxi Licensing/Caravan Sites .	Electronic Information on Mem Flare Database/ Excel registers and Anite. Paper records for caravan site licences	6 years after the licence ends, longer in the case of taxi drivers/operators who pose public safety risks - indefinite in those cases	common practice	Delete Information
PUB15	DBS police checks/ medical forms	Copies/data off DBS criminal record certificates/ Groups 2 medical forms	5 years or sooner as medicals are undertaken and replaced	Common practice	Delete Information
PUB16	Prosecution Files	Electronic information held in Flare	6 years with exceptions	common practice	Delete Information
PUB17	Complaint records	Details of trading standards related complaints including personal data and data specific to contracts.	6 years	common practice	Delete Information
PUB18	Trader Records	Details of trading standards history of businesses	6 years	common practice	Delete Information

Ref.	Title	Description	Retention Period	Statutory Provisions	Action at end of record life
PUB19	No Cold Calling Zones Records	Personal data of addresses and individuals covered by No Cold Calling Zones	Reviewed after 6 years to ensure information remains current	common practice	Delete Information
PUB20	Calibration Records - Flare	Information concerning individual calibration jobs undertaken by calibration services	6 years	common practice	Delete Information
PUB21	Service request records	Details of complaints and the investigation of such relating to pollution topics. Includes personal and company data.	6 years	common practice	Delete Information
PUB22	Notice and prosecution records	Details of enforcement action taken in relation to pollution topics. including prosecutions in court.Includes personal data.	6 years	Courts Procedual Rule	Delete Information
PUB23	Miscellaneous records	Details of project work relating to pollution topics. May include some personal data depending upon the project.	6 years	common practice	Delete Information
PUB24	Environmental Permit files	Detail of work relating to environmental permitting legislation an the investigation of complaints. Mainly data relating to businesses.	Permanently	Common practice	
PUB25	Pest Control Contract files	Detail of work relating to the provision of professional pest control services. Mainly data relating to businesses.	6 years	common practice	Delete Information
PUB26	Contaminated Land/planning files	Information relating to planning applications and the works done to resolve land contamination issues and/or to demonstrate the land is safe for development and/or the remediation works have been carried out.	Permanently	Common practice	
PUB27	Taxi/Private Hire vehicle details/ Street Trading unit details - plates	Electronic Record held in MOGO database	6 years with exceptions	common practice	Delete Information
PUB28	Photographs/ID Badge data for taxi drivers/street traders/ passenger service drivers	Electronic record held in ID Pro	6 years with exceptions	common practice	Delete Information
PUB29	Memex National Intelligence Database Records	Details of any intelligence which may relate to enforcement of trading standards legislation	6 Years	common practice	Delete Information
<b>Shared Drives</b>					
PUB29	HMO Licensing application records	HMO Licensing application records held on Flare plus XL spreadsheet	Permanently	Common practice	
PUB30	Proseccion Files and evidence	Evidence relating to breaches of legislation paper copies and other forms ie. Hard evidence ig. Bricks	6 years	common practice	Delete Information
PUB31	Petroleum and Explosive Licensing / Registration records	Petroleum and firework visit and licence registration files and plans - includes paper records - handwritten and photocopies	Permanently	Common practice	
PUB32	Proseccion Files and evidence	Evidence relating to breaches of legislation paper copies and other forms ie. Hard evidence ig. Bricks	6 years or longer after court case	common practice	Delete Information
PUB33	Licensing Public Registers	Excel documents for all licence types	Permanently	Common practice	
PUB34	R Drive - Letters/registers/ attachments to flare	Letters/ warnings/suspension notices/ hearing notices/investigation data/ public registers	6 years with exceptions	common practice	Delete Information
<b>Calibration Shared Drive</b>					
PUB35	Calibration Records - G Drive	Information concerning specific contracts with CTC	6 Years	common practice	Delete Information
<b>Trading Standards Shared Drive</b>					
PUB36	Humberside Act Records	Records of businesses dealing in second hand goods	Permanently	Common practice	
PUB37	Register of Public Weighmen	Records of individuals holding public weighmen certificates	Permanently	Common practice	
PUB38	Proseccion Files	Evidence relating to breaches of legislation	6 years	common practice	Delete Information
PUB39	Service request records	Details of complaints and the investigation of such relating to pollution topics. Includes personal and company data.	6 years	common practice	Delete Information
PUB40	Notice and Prosecution records	Details of enforcement action taken in relation to pollution topics including prosecutions in court. Includes prsonal data.	6 years	Courts Procedual Rule	Delete Information
PUB41	Miscellaneous records	Details of project work relating to pollution topics. May include some personal data depending upon the project.	6 years	common practice	Delete Information
PUB42	Environmental Permit files	Detail of work relating to environmental permitting legislation an the investigation of complaints. Mainly data relating to businesses.	Permanently	Common practice	
PUB43	Pest Control Contract files	Detail of work relating to the provision of professional pest control services. Mainly data relating to businesses.	6 years	common practice	Delete Information
PUB44	Contaminated Land/planning files	Information relating to planning applications and the works done to resolve land contamination issues and/or to demonstrate the land is safe for development and/or the remediation works have been carried out.	Permanently	Common practice	

Ref.	Title	Description	Retention Period	Statutory Provisions	Action at end of record life
PUB45	Pest Control Contract files	Detail of work relating to the provision of professional pest control services. Mainly data relating to businesses.	6 years	common practice	Delete Information
PUB46	Food Services	Flare Master Files	3 years	common practice	Delete Information
PUB47	Food Services	Flare - Document Links	1 year (6 years centrally)	common practice	Delete Information
PUB48	Beverley Safety	Working Folder for Beverley Food Safety Team.	6 years	common practice	Delete Information
PUB49	Bridlington Safety	Working Folder for Bridlington Food Safety Team.	6 years	common practice	Delete Information
PUB50	DCSP Forms	Information Folder for Customer and Business Enquiries	3 months	common practice	Delete Information
PUB51	Flare Procedures	Working folder for Flare database systems	TBC	Common practice	Delete
PUB52	Food_Service_Management	Working Folder for FSMT	TBC	Common practice	Delete
PUB53	Protocols	Working Instructions Contained	TBC	Common practice	Delete
PUB54	Animal_Health			common practice	Delete Information
PUB55	Goole_Standards	Working Folder for Goole Food Standards Team	6 years	common practice	Delete Information
PUB56	Legislation Guidance and Forms	Information Centre of Food Services Team	TBC	Common practice	Delete
PUB57	Team Manual	Service Instruction Manual	TBC	Common practice	Delete
PUB58	DIVL-DEPT_GRPS	Information on sample results and external meetings attended.	6 Years	common practice	Delete Information
PUB59	Working Groups	Stores ongoing work including service plans and work instructions for staff	TBC	Common practice	Delete
PUB60	Performance	Team performance statistics	6 years	common practice	Delete Information
PUB61	Pocklington Standards	Working Folder for Pocklington Food Standards Team.	6 years	common practice	Delete Information
PUB62	Reports	Contains CMT reports and reports to external agencies.	6 years	common practice	Delete Information
PUB63	Formal Action	Data of ongoing investigations, prosecutions. May contain personal data.	6 Years	Courts Procedual Rule	Delete Information
PUB64	Goole Safety	Working Folder for Goole Food Safety Team.	6 years	common practice	Delete Information
PUB65	Training and Education	Storage for training materials	TBC	Common practice	Delete
PUB66	Useful Contacts	Storage of useful Telephone numbers of external working parties.	TBC	Common practice	Delete
PUB67	Work In Progress	Storage of ongoing project work	TBC	Common practice	Delete
<b>Individual Team Member P Drives</b>					
PUB68	Individual Team Members P Drives	Docs on P Drive	6 years (unless legislation states otherwise)	common practice	Delete Information
PUB69	Generic Email inboxes - Taxi Hub and Licensing/ Staffs individual email accounts	Email contact from licence holders/ applicants/ complainants/ partner agencies (sensitive data exchange)	6 Years with exceptions	common practice	Delete Information
<b>Paper Files</b>					
PUB70	Prosecution Files and evidence	Evidence relating to breaches of legislation paper copies and other forms ie. Hard evidence ig. Bricks	6 years	common practice	Shredded
PUB71	Prosecution Files and evidence	Evidence relating to breaches of legislation paper copies and other forms ie. Hard evidence ig. Bricks	6 years or longer after court case	common practice	Shredded
PUB72	Prosecution Files	Evidence relating to breaches of legislation	6 years	common practice	Shredded
PUB73	prosecution files	Legal / Enforcement	6 years	Courts Procedual Rule	Shredded
PUB74	Advanced Goole records	Paper records of renovation scheme-	Permanently	Common practice	Shredded
PUB75	Petroleum and Explosive Licensing / Registration records	Petroleum and firework visit and licence registration files and plans - includes paper records - handwritten and photocopies	Permanently	Common practice	Shredded
PUB76	HSE and Safety Guidance information	Paper records of government and sector advice documents and codes of practice, Word documents / photocopies	Permanently	Common practice	Shredded
PUB77	Licence Records - Licensing Act 2003 and Gambling Act 2005	Electronic Information on Flare Database / hard copy files (stored off site at Restore Goole) and	6 years with exceptions	Licensing Act 2003/Gambling Act 2005	Shredded
PUB78	Environmental Permit files	Detail of work relating to environmental permitting legislation an the investigation of complaints. Mainly data relating to businesses.	Permanently	Common practice	Shredded
PUB79	Contaminated Land/planning files	Information relating to planning applications and the works done to resolve land contamination issues and/or to demonstrate the land is safe for development and/or the remediation works that have been carried out.	Permanently	Common practice	Shredded
PUB80	Property files	Details of complaints and the investigation of such relating to pollution topics. Includes personal and company data.	6 years	common practice	Shredded
PUB81	FSA Records- Premises files	Inspection records for businesses; Butchers premises file; Approved premises files; Approved Dairy premises files; Approved Meat premises files	Managers must roll over monthly inspections and keep 1 year worth. corporate ones need to be kept for 10 years	Common practice	Shredded
PUB82	FSM - hardcopy personel records	EDR records, absence records, training records	1 year after staff leaves authority	Common practice	Shredded

Ref.	Title	Description	Retention Period	Statutory Provisions	Action at end of record life
PUB83	Current Infectious disease records	Current Infectious disease records	TBC	Health and Safety at Work Legislation	Shredded
PUB84	FSM - Policy File records	Policy letters, plans, contracts/agreements		common practice	Shredded
PUB85	DCATS feedback assessments	Training records	6 years	common practice	Shredded
PUB86	Food Registration data	Policy letters, plans, contracts/agreements		common practice	Shredded
PUB87	Export Health Certificates	Export Health Certificates	3 years	common practice	Shredded
PUB88	Legislation/Guidance notes/Training course notes	Guidance notes/Training course notes	As long as employee records are required	Common practice	Shredded
PUB89	FSA grant documents	FSA grant documents	1 year or when staff member leaves post	common practice	Shredded
PUB90	Public Analyst tender / contract documents	SLA	1 year	common practice	Shredded
PUB91	Procurement records	Supplies	6 - 30 years. According to contract regulations (see common retention schedule)	Common practice	Shredded
PUB92	Underage sales - personal details folder	Personnel Files	6 - 30 years. According to contract regulations (see common retention schedule)	Common practice	Shredded
PUB93	EC Verification		6 - 20 years. According to grant regulations (see common retention schedule)	Common practice	Shredded
<b>Digital files / records</b>					
PUB94	Food Services	Digital Evidence Photo/Audio Records		common practice	Delete Information
<b>Archived files / records</b>					
PUB95	Archived prosecution files	Old completed prosecution files		Courts Procedual Rule	Delete Information
PUB96	Historic Infectious disease records	Historic Infectious disease records		common practice	Delete Information
PUB97	Archived inspection records	historic premises - low misc		common practice	Delete Information
PUB98	Various HR records	Formal outcome letters, Health assessment forms, Occupational health referrals, Return to work interview forms, sickness records, special leave records, induction and EDR records		common practice	Delete Information