

**Streetscene Services Retention Schedule - Correct as of 21 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>ENVIRONMENTAL SERVICES</b>					
<b>System</b>					
ENV01	Cemeteries (Electronic Records)	Death Certificates, Burial Forms, Deed Receipts, Memorial Permits, Burial Register/Cards (includes personal information), Cemetery Plans, Headstone Inspection Records, Plot Purchasing details	Permanent	Local Authority Cemeteries Order 1977	
ENV02	Van Permits & Bans	Resident name & address, contact details, vehicle details, tipping information	Permanent	Common practice	
ENV03	Play Areas	Inspection Records (Check the condition of play area to reduce the likelihood of personal injury claims.)	21 years	RoSPA Guidance of Good Practice.	Destroy
ENV04	Clinical Waste & Bulky Waste Collection	Booking of clinical & bulky waste collections. Customer details, medical details, costings	Permanent	Environmental Protection Act 1990	
ENV05	Project Office	Maps, APSE submissions, tracking data, contractor information, customer complaints	5 Years	Common practice	Destroy
ENV06	Commercial Waste	Customer Names & Addresses, contract details, costings, crew sheets, route information, risk assessments, stock levels, disposal information, sales details, waste transfer notes	3 years	Environmental Protection Act 1990	Destroy
ENV07	Waste & Recycling Collections & Disposal (including Waste & Recycling Team)	Contract Documents, minutes, waste data flow, complaints & feedback, letters, confirm requests & referrals	Up to 15 Years	Environmental Protection Act 1990	Destroy
ENV08	Waste & Streets Operations - Willerby Depot; Market Weighton Depot; Goole depot; Carnaby; Hedon	Staff Training, EDRs, Applications, Sickness & holidays, Return to works, Sick notes, staff manning sheets, staff schedules, PPE list, Complaints, bin delivery sheets, TACHO Data	Employee records for length of employment	Common practice	Destroy
ENV09	Forestry	Tree Inspection Records, Forestry Jobs, stat plans	Permanent	Common practice	Destroy
ENV10	Grounds - Willerby; Carnaby & Hedon; Goole & Market Weighton; Technical (Play, cemeteries & schools)	Staff Training, EDRs, Applications, Sickness & holidays, Return to works, Sick notes, staff manning sheets, staff schedules, PPE list, Complaints & enquiries, TACHO Data	Employee records for length of employment	Common practice	Destroy
<b>Shared Drive</b>					
ENV11	Cemeteries (Electronic Records)	Death Certificates, Burial Forms, Deed Receipts, Memorial Permits, Burial Register/Cards (includes personal information), Cemetery Plans, Headstone Inspection Records, Plot Purchasing details	Permanent		
ENV12	Allotments	Tenancy Agreements / Records of tenants name and address / site plans	Permanent	Tenancy Agreement / Common practise	
ENV13	Markets	Traders Licence Agreement / Records of stallholders name and address / Site Plans / Market & staff Registrars	Permanent	Licence Agreement / Common practise	
ENV14	Weighbridge Tickets (Electronic Records)	To verify vehicle weights against amount claimed.	Permanent	Financial records	Destroy
ENV15	Commercial Waste	Customer Names & Addresses, contract details, costings, crew sheets, route information, risk assessments, stock levels, disposal information, sales details, waste transfer notes	3 years	Environmental Protection Act 1990	Destroy
ENV16	Project Office	Maps, APSE submissions, tracking data, contractor information, customer complaints	5 Years	Common practice	Destroy
ENV17	Waste & Recycling Collections & Disposal (including Waste & Recycling Team)	Contract Documents, minutes, waste data flow, complaints & feedback, letters, confirm requests & referrals	Up to 15 Years		
ENV18	Waste & Streets Operations - Willerby Depot; Market Weighton Depot; Goole depot; Carnaby; Hedon	Staff Training, EDRs, Applications, Sickness & holidays, Return to works, Sick notes, staff manning sheets, staff schedules, PPE list, Complaints, bin delivery sheets, TACHO Data	Employee records for length of employment		
ENV19	Forestry	Tree Inspection Records, Forestry Jobs, stat plans	Permanent		
ENV20	Grounds - Willerby; Carnaby & Hedon; Goole & Market Weighton; Technical (Play, cemeteries & schools)	Staff Training, EDRs, Applications, Sickness & holidays, Return to works, Sick notes, staff manning sheets, staff schedules, PPE list, Complaints & enquiries, TACHO Data	Employee records for length of employment		
<b>Paper</b>					
ENV21	Cemeteries (Paper Records)	Death Certificates, Burial Forms, Deed Receipts, Memorial Permits, Burial Register/Cards (includes personal information), Cemetery Plans, Headstone Inspection Records, Plot Purchasing details	Permanent	Local Authority Cemeteries Order 1977	Confidential shredding
ENV24	Memorial Seat Records	Application form to purchase memorial seat.	Enquiries are kept for 6 years. Successful applications are kept for lifetime of bench	Common practice	Confidential shredding
ENV25	Weighbridge Tickets (Paper Records)	To verify vehicle weights against amount claimed.	3 months	Common practice	Confidential shredding

TECHNICAL SERVICES					
System					
TEC1	Remeasures	Approved Confirm remeasure sheets	6 years	common practice	Destroy
TEC2	Work tickets	Completed tickets	Permanent	common practice	Destroy
TEC3	Confirm Customer Contacts	Contact details of customer enquiries for Streetscene services managed via the Confirm system	Live	common practice	Destroy
TEC4	Local Street Gazetteer	Record of all streets in the authority and associated data for streetworks and asset maintenance	Live	common practice	Destroy
TEC5	Section 50 licence	Record of owners of private apparatus within the highway	For life of apparatus	common practice	Destroy
TEC6	Skip & Scaffold Companies	Record of skip company and contact details		common practice	Destroy
TEC7	Streetworks Fixed Penalty Notice contact details	Details of ERYC Authority bank account, and Manager contact.	Live	New Roads & Streetworks Act, Highways Act & Traffic Management Act	Destroy
TEC8	Streetworks Inspector Details	Personal data and phone numbers of Streetworks inspectors	22 years	New Roads & Streetworks Act, Highways Act & Traffic Management Act	Destroy
TEC9	Streetworks Register	Record of works and apparatus used within the highway, including inspections of works. Contains Inspector details.	22 years	New Roads & Streetworks Act, Highways Act & Traffic Management Act	Destroy
TEC10	Parish salt bin	Correspondence relating to Parish salt bins		common practice	Destroy
TEC11	Driver Details	Details on winter drivers + agency staff	6 years	common practice	Destroy
TEC12	Record of winter treatments	Details of winter call outs	22 years	common practice	Destroy
TEC13	Car Parking Enforcement Records	Parking Penalty Charge Notices case files.	Permanent	Road Traffic Regulation Orders	
TEC14	Car Parking Enforcement Records	Letters received and sent in response to general requests, corporate complaints and general inquiries	Permanent	Road Traffic Regulation Orders	
TEC15	Car Parking Operations Records	Record permits issued and parking suspensions initiated.	Permanent	Road Traffic Regulation Orders	
TEC16	Car Parking Operations Records	Letters received and sent in response to general requests, corporate complaints and general inquiries	Permanent	Road Traffic Regulation Orders	
Share drive					
TEC17	Xmas permits	Parish information relating to Xmas lights installation	6 years	common practice	Destroy
TEC19	Recharges	Recharge for damaged council property	Permanent	common practice	
TEC20	Car Parking Enforcement Records	Legal guidance documents from internal and external bodies	Permanent	Road Traffic Regulation Orders	
TEC21	Car Parking Operations Records	Legal guidance documents from internal and external bodies	Permanent	Road Traffic Regulation Orders	
TEC22	Highway Schemes	Legal guidance documents from internal and external bodies	Permanent	Highways Act	
TEC23	Highway Schemes	Survey results, briefing papers, reports to council committees	Permanent	Highways Act	
TEC24	Highway Schemes	Letters received and sent in response to general requests, corporate complaints and general inquiries	Permanent	common practice	
TEC25	Traffic Regulation Orders	Road Closures for events, maintenance works etc.	Permanent	Town Police Clause Act 1847	
TEC26	Parish salt bin	Correspondence relating to Parish salt bins	tbc	common practice	
TEC27	Parish Emergency Plans	Details on Parish emergency plans may contain personal contact details	tbc	common practice	
TEC28	General Correspondence	Letters relating to enquiries or feedback (Not Confirm)	tbc	common practice	
Paper					
TEC29	Service level agreements	Lighting maintenance agreements	6 years	common practice	Confidential shredding
TEC30	Car Parking Enforcement Records	Parking Penalty Charge Notices case files.	7 years		Confidential shredding
TEC31	Car Parking Enforcement Records	Letters received and sent in response to general requests, corporate complaints and general inquiries	7 years	Road Traffic Regulation Orders	Confidential shredding
TEC32	Car Parking Enforcement Records	Legal guidance documents from internal and external bodies	7 years	Road Traffic Regulation Orders	Confidential shredding
TEC33	Car Parking Operations Records	Record permits issued and parking suspensions initiated.	7 years	Road Traffic Regulation Orders	Confidential shredding
TEC34	Car Parking Operations Records	Letters received and sent in response to general requests, corporate complaints and general inquiries	7 years	Road Traffic Regulation Orders	Confidential shredding
TEC35	Car Parking Operations Records	Legal guidance documents from internal and external bodies	7 years	Road Traffic Regulation Orders	Confidential shredding
TEC36	Highway Schemes	Legal guidance documents from internal and external bodies	7 years	Highways Act	Confidential shredding
TEC37	Highway Schemes	Survey results, briefing papers, reports to council committees	7 years	Highways Act	Confidential shredding
TEC38	Highway Schemes	Letters received and sent in response to general requests, corporate complaints and general inquiries	7 years	Highways Act	Confidential shredding
TEC39	Traffic Regulation Orders	Road Closures for events, maintenance works etc.	Permanent	Road Traffic Regulation Orders	Confidential shredding

HIGHWAYS					
<b>System</b>					
HIG1	Record of Maintenance Works	To support work programmes	Permanent	Common practice	Permanent preservation
HIG2	Record of Maintenance Works	To support work programmes	Permanent	Common practice	Permanent preservation
HIG3	Highway and Environmental Enforcement Files	Incl. flytipping, flyposting, advertising boards, highway deposits & encroachment, waste duty of care, nuisance vehicles, littering, graffiti, community protection notices, abandoned vehicles and dead/dangerous private trees - confirm forms	Confirm Reports (Indefinitely).	Highways Act 1980, Environmental Protection Act 1990, Anti-social Behaviour Act	Destroy
HIG4					
<b>Share Drive</b>					
HIG5	Highway and Environmental Enforcement Files	Incl. flytipping, flyposting, advertising boards, highway deposits & encroachment, waste duty of care, nuisance vehicles, littering, graffiti, community protection notices, abandoned vehicles and dead/dangerous private trees. Various formats incl. confirm forms, evidence, photo's, statements, letters, interview records, investigation notes, reports, legal checks and notices.	Prosecution, Fixed Penalty Notice & Caution (7 years). All other offences (2 years) except flytipping (6 months due to volumes)	Highways Act 1980, Environmental Protection Act 1990, Anti-social Behaviour Act, DVLA Code of Practice, Refuse Disposal (Amenity) Act 1978, Road Traffic Act 1984.	Destroy
HIG6	Abandoned vehicle documentation	Removal of abandoned vehicle contract documentation	6 years after expiry	common practice	
HIG7	Electronic Fixed Penalty Notices	Record of all fixed penalty notices issued for environmental offences (ex 31/10/16)	7 years	common practice	
HIG8	Flytipping Investigations and Outcome Logs	Record of outcome of flytipping investigations and outcome (other than FPN) of investigations into other environmental offences.	7 years	common practice	
HIG9	PI Information	Flytipping and abandoned vehicle performance indicator information	7 years	common practice	
<b>Paper</b>					
HIG10	Record of Maintenance Works	To support work programmes	Permanent		
HIG11	Untaxed Vehicle Enforcement (up to Feb 13)	Confirm enquiry trace forms, vehicle keeper details, vehicle release forms	7 years	common practice	common practice
HIG12	Abandoned vehicle documentation.	Removal of abandoned vehicle contract documentation.	6 years after expiry		common practice
HIG13	Paper Fixed Penalty Notices	Record of all paper fixed penalty notices issued for environmental offences (11/8/09 to 4/10/16)	7 years	common practice	common practice
HIG14	PI Information	Flytipping and abandoned vehicle performance indicator information	7 years	common practice	common practice
HIG15					
FLEET SERVICE					
<b>SYSTEM</b>					
FLE1	Vehicle related information such as servicing records, brake test records and LOLER Certification etc	Records created daily which are linked to the repair and maintenance of Council assets and those maintained by the Authority for other 3rd parties	Life of assets or as per set retention periods dependent on record type	common practice	Destroy - delete file/confidential waste
FLE2	Vehicle related information such as servicing records, brake test records and LOLER Certification etc	Records created daily which are linked to the repair and maintenance of Council assets and those maintained by the Authority for other 3rd parties	Life of assets then archived indefinitely	common practice	Destroy - delete file/confidential waste
FLE3	Driving licence information	Driving licence data held following a check by a third party company	Duration of employment + 12 months	common practice	Destroy - delete file/confidential waste
FLE4	Tachograph (Drivers Hours) information	Details of drivers including driving licence number, driver card number but does not include personal address or contact details	Duration of employment + 18 months	common practice	Destroy - delete file/confidential waste
<b>Share Drive</b>					
FLE5	Compliance records containing vehicle and personell information	Records containing vehicle and personell information but does not include personal address or contact details	Life of assets + 18 Months	common practice	Destroy - delete file/confidential waste
<b>Paper</b>					
FLE6	Vehicle related information such as V5C's (Log Books) and MOT Certificates etc	Records containing vehicle specific information for vehicles owned or in the care of the Authority	Life of assets + 18 Months	common practice	Confidential shredding
FLE7	Taxi compliance certificates (Shows name and full address of customer)	Compliance Certificates issued to the Taxi trade which includes details of vehicle and owner including home address	10 Years	common practice	Confidential shredding
FLE8	Time sheets (Payroll info)	Timesheets record the start and end time of tasks, or just the duration. It may contain a detailed breakdown of tasks accomplished throughout the project or program. This information may be used for payroll, client billing.		common practice	Confidential shredding