

Colchester City Council - Retention Schedule

To make it easier to navigate this document, it is broken down into the following categories relating to each of the Council's main business functions.

Category

Community Enabling, Safety & Emergencies
 Consumer Affairs/Environmental Health & Licensing
 Crematoria & cemeteries
 Democracy
 Environmental Protection
 Finance
 Health & Safety
 Housing
 Human Resources
 Information & Communication Technology
 Information Management
 Legal Services
 Leisure & Culture
 Management
 Planning & Building Control
 Procurement
 Risk Management & Insurance
 Transport & Infrastructure
 Waste Management

Community Enabling, Safety & Emergencies

Advice

Asset Name	Retention Trigger	Retention Period	Disposal Action	Rationale
Changing Places Applications	Date service no longer required	Immediate deletion	Destroy	Business Need

Community Enabling

Asset Name	Retention Trigger	Retention Period	Disposal Action	Rationale
Allocation of Locality Budget	Date locality budget allocated	6 years	Destroy	Business Need
Community Enabling Newsletter Mailing List	Date person unsubscribes from newsletter	Immediate deletion	Destroy	Business Need
Community Enabling Team Contacts	Date contact list no longer required	1 year	Destroy	Business Need
Community Facilities Database	Date of last review	1 year	Review	Business Need
Homes for Ukraine	Date of referral	5 years	Destroy	Business Need
Physical Activity Marketing Photos	From project launch	3 years	Review	Business Need
Veterans Database	Termination of the project	Immediate Deletion	Destroy	Business Need
Asylum Seeker / Refugee Accommodation checks	Case closed date	3 years	Destroy	Business Need
Afghan Relocation and Assistance Policy and Afghan Citizens Resettlement Scheme	3 years after scheme end	3 years	Destroy	Business Need
Asylum Seekers	7 years after asylum case finalised	7 years	Destroy	Business Need
Hong Kong British Nationals Welcome Programme	3 years after support received	3 Years	Destroy	Business Need
UK Resettlement Scheme	3 years from end of scheme	3 Years	Destroy	Business Need
Syrian Vulnerable Persons Resettlement	5 year from date case closes	5 years	Destroy	Business Need

Scheme				
Residents Panel	Date of sign up	2 years	Destroy	Business Need

Community Safety

Asset Name	Retention Trigger	Retention Period	Disposal Action	Rationale
Body Worn Cameras - Park Rangers and Neighbourhood Wardens	Automatic overwrite by system	28 days	Destroy	Business Need
CCTV in the Borough	Automatic overwrite by system	30 days	Destroy	Business Need
Domestic Abuse related death review	Case closed	Permanent	Permanent	Statutory
Helpline	After disconnection from the service	3 years	Destroy	Business Need
Missing and Child Exploitation Meeting Minutes	Meeting date	3 years	Destroy	Business Need
Safeguarding Referrals Database (Adult)	Date of referral	6 years + current year	Destroy	Business Need
Safeguarding Referrals (2024 safeguarding referrals)	Last date of referral	6 years + current year	Destroy	Business Need

Consumer Affairs/Environmental Health & Licensing

Advice

Asset Name	Retention Trigger	Retention Period	Disposal Action	Rationale
Customer Support Call Recording	Date of call	6 months	Destroy	Business Need

Enforcement

Asset Name	Retention Trigger	Retention Period	Disposal Action	Rationale
Anti-social Behaviour case reviews	Case closed	6 years + current year	Destroy	Business Need

Environmental Health

Asset Name	Retention Trigger	Retention Period	Disposal Action	Rationale
Animal Services	Case closed	2 years	Destroy	Business Need

Investigation, Inspections & Monitoring

Asset Name	Retention Trigger	Retention Period	Disposal Action	Rationale
Contamination Land	Date notified	Permanent	Permanent	Statutory
Environmental Prosecution Notices	Date of prosecution	Permanent	Permanent	Statutory
Environmental Protection Act Permits	Date of revocation of permit	1 year	Destroy	Statutory
Noise Complaints	Date complaint closed	5 years	Destroy	Statutory
Statutory Nuisance Complaints	Date complaint closed	5 years	Destroy	Statutory

Registration, certification & licensing

Asset Name	Retention Trigger	Retention Period	Disposal Action	Rationale
Acupuncture, Ear piercing, Electrolysis and Tattooing	Date registration revoked/surrendered	6 years	Destroy	Business Need
Alcohol Licensing	Date registration revoked/surrendered	6 years	Destroy	Business Need
Caravan Licensing	Date registration revoked/surrendered	6 years	Destroy	Business Need
Charities - House Collections	Date registration revoked/surrendered/e expired	6 plus current year	Destroy	Business Need
Charities and Street Collections	Date registration revoked/surrendered/e expired	6 plus current year	Destroy	Business Need
Dangerous Wild	Date registration	6 years	Destroy	Business Need

Animals	revoked/surrendered			
Dog Boarding	Date registration revoked/surrendered/ not renewed	6 years	Destroy	Business Need
Dog Breeding	Date registration revoked/surrendered/ not renewed	6 years	Destroy	Business Need

Dog Home Boarding	Date registration revoked/surrendered/ not renewed	6 years	Destroy	Business Need
Doggy Day Care	Date registration revoked/surrendered/ not renewed	6 years	Destroy	Business Need
Enforcement Licensing, Food and Safety	Date registration revoked/surrendered	6 years	Destroy	Business Need
Food Hygiene	Date business no longer operational	6 years	Destroy	Business Need
Food Hygiene Ratings	Date business no longer operational	6 years	Destroy	Business Need
Food Poisoning outbreaks (Food Business)	Date of court ratification	Permanent	Permanent	Statutory
Food Poisoning outbreaks (Individual)	Date of conviction	Permanent	Permanent	Statutory
Food Registration	Date business no longer operational	6 years	Destroy	Business Need
Food Return visits	Date business no longer operational	6 years	Destroy	Business Need
Food Sampling	Date of sample	2 years	Destroy	Business Need
Food Sampling (Public Health England)	Date of sample	2 years	Destroy	Business Need
Food Sampling Oysters	Date of sample	2 years	Destroy	Business Need
Gambling	Date registration revoked/surrendered/ not renewed	1 year	Destroy	Business Need
Gambling - Lotteries	Date registration revoked/surrendered/ not renewed	1 year	Destroy	Business Need
Gambling - Notifications	Date registration revoked/surrendered/ not renewed	1 year	Destroy	Business Need
Gambling - Permits	Date registration revoked/surrendered/ not renewed	1 year	Destroy	Business Need
Gambling - Premises Variation	Date of transfer of business	1 year	Destroy	Business Need
Gambling - Tons and Tuns	Date registration revoked/surrendered/ not renewed	1 year	Destroy	Business Need
Gambling - Transfer/change of business details	Date of transfer of business	1 year	Destroy	Business Need
Hackney Carriage and Private Hire	Date registration lapses	6 years	Destroy	Business Need
Hackney Carriage and Private Hire - Driver/Operator Application and Licence + Renewal	Date registration lapses	6 years	Destroy	Business Need
Hackney Carriage and Private Hire - Vehicle Licence Holder and Proprietor Application, Licence + Renewal	Date vehicle registration as a Hackney Carriage and Private Hire Vehicle expires	2 years	Destroy	Business Need
Health and Safety - Prosecutions	Date of prosecution	Permanent	Permanent	Statutory
Health and Safety - RIDDOR	Date of accident	6 years	Permanent	Statutory
Health and Safety - Targetted inspections	Date of inspection	6 years	Destroy	Business Need
Health Certificates	Date of health certificate	6 years	Destroy	Business Need
National Registration of				

Taxi Licence Revocations and Refusals (NR3)	Date of revocation or refusal	Permanent	Permanent	Statutory
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Pet Shop Licence	Date registration revoked/surrendered/ not renewed	6 years	Destroy	Business Need
Pleasure Boat Licence	Date registration revoked/surrendered/ not renewed	2 years	Destroy	Business Need
Premises Licensing	Date registration revoked/surrendered/ not renewed	6 years	Destroy	Business Need
Premises Licensing - Transfer/change of business details	Date of transfer of business	1 year	Destroy	Business Need
Public Health Complaints	Date of complaint	6 years	Destroy	Business Need
Riding Establishment Licencing	Date registration revoked/surrendered/ not renewed	6 years	Destroy	Business Need
Scrap Metal - Site Licence	Date registration revoked/surrendered/ not renewed	6 years	Destroy	Business Need
Scrap Metal - Collectors Licence	Date registration revoked/surrendered/ not renewed	6 years	Destroy	Business Need
Sex Establishments and Venues	Date registration revoked/surrendered/ not renewed	6 years	Destroy	Business Need
Sex Establishments and Venues - Premises Variation	Date registration revoked/surrendered/ not renewed	6 years	Destroy	Business Need
Sex Establishments and Venues - Premises Variation - Transfer/change of business details	Date of transfer of business	1 year	Destroy	Business Need
Zoo Licensing	Date registration revoked/surrendered/ not renewed	6 years	Destroy	Business Need

Crematoria & Cemeteries

Burial Identity & Location

Asset Name	Retention Trigger	Retention Period	Disposal Action	Rationale
Burials and Cremations Registers	Date of death	Permanent	Permanent	Statutory
Cremation and Burial Documentation - paper copies	Date of cremation	15 years	Destroy	Statutory
Grave Purchase Records - digital	Date of purchase	Permanent	Permanent	Statutory
Grave Purchase Records - paper	Date of purchase	15 years	Destroy	Business Need

Democracy

Decision Making

Asset Name	Retention Trigger	Retention Period	Disposal Action	Rationale
Committee Management Information System	Decision-making process	Permanent	Permanent	Statutory
Committee Meeting Papers	Meeting date	Permanent	Permanent	Statutory
Portfolio Holder and Officer Decisions	Decision date	Permanent	Permanent	Statutory

Member Support

Asset Name	Retention Trigger	Retention Period	Disposal Action	Rationale
Councillor Casework	Case/query closed	6 years	Destroy	Business Need

Enquiries				
MP Enquiries	Case closed	3 years	Destroy	Business Need

Representation

Asset Name	Retention Trigger	Retention Period	Disposal Action	Rationale
Elections Administration	Election date	6 years	Destroy	Business Need
Electoral Registration	Register publication date	Permanent	Permanent	Statutory

Environmental Protection

Monitoring

Asset Name	Retention Trigger	Retention Period	Disposal Action	Rationale
Air Quality Subscribers List	Date of survey	3 years	Destroy	Business Need
Shared Transport Projects	Date of project	3 years	Destroy	Business Need

Finance

Accounts & Audit

Asset Name	Retention Trigger	Retention Period	Disposal Action	Rationale
Finance records on financial management system	Date of transaction	Permanent	Permanent	Accounting Requirements
Financial Management Information	Date of transaction	Permanent	Permanent	Accounting Requirements
S106 Financial Records	Date of agreement	Permanent	Permanent	Statutory
VAT records	End of financial year	Permanent	Permanent	Accounting Requirements

Financial Transactions Management

Asset Name	Retention Trigger	Retention Period	Disposal Action	Rationale
Accounts Receivable and Payable	Transaction date	Permanent	Permanent	Accounting Requirements
BACs Direct Debits and Transmissions	Date of last transaction	Permanent	Permanent	Accounting Requirements
Mortgage and Shared Ownership Information	Date mortgage agreed	Permanent	Permanent	Accounting Requirements
Summons (Court Paperwork)	Date of court hearing	6 years + current year	Destroy	Business Need

Local Taxation

Asset Name	Retention Trigger	Retention Period	Disposal Action	Rationale
Attendance Allowance Spreadsheet	Date report produced	1 year	Destroy	Business Need
Capita Revenues & Benefits - Refunds and Payments	Case closed	Permanent	Destroy	Business Need
Community Support Employment Case Tracker	Case closed	3 years	Destroy	Business Need
Community Support Employment Officer case files	Last contact	6 years + current year	Destroy	Business Need
Correspondence relating to Council Tax, Non-Domestic Rates & Housing Benefit Overpayments	Date document created	Permanent	Permanent	Statutory
Customer Digital Support Appointment Tracker	Date of first contact	1 year	Destroy	Business Need
Discretionary Housing				

Payment applications spreadsheet	Date of application	3 years	Destroy	Business Need
Exceptional Hardship Payment applications spreadsheet	Case closed	3 years	Destroy	Business Need

Financial Employment Support Customer Contact Forms	Date of contact	3 months	Destroy	Business Need
Housing Benefit & Local Council Tax Support	Case closed	40 years	Destroy	Business Need
Tell Us Once Advisory Service	Case closed	6 years + current year	Destroy	Business Need
Welfare Benefits Case Files	Last contact	6 years + current year	Destroy	Business Need
Welfare Benefits Referral spreadsheet	Case closed	3 years	Destroy	Business Need

Health & Safety

Community Safety

Asset Name	Retention Trigger	Retention Period	Disposal Action	Rationale
Cautionary Contact Register	Date added to register	1 year	Destroy	Business Need

Compliance

Asset Name	Retention Trigger	Retention Period	Disposal Action	Rationale
Health and Safety Committee Meeting Minutes	Meeting Date	6 years	Destroy	Business Need
Health and Safety Training Records	Leave Date	6 years	Destroy	Business Need

Monitoring

Asset Name	Retention Trigger	Retention Period	Disposal Action	Rationale
Accident / Incident Books Leisure World	Date of accident/incident	25 years	Destroy	Statutory
Accident Records	Incident Date	6 years	Destroy	Business Need

Housing

Advice

Asset Name	Retention Trigger	Retention Period	Disposal Action	Rationale
Disabled Facility Grants	Date enquiry received	10 years	Destroy	Statutory
ECO4 Flex scheme	Date application approved/rejected	3 years	Destroy	Business Need
Green Homes Grants Local Authority Delivery Scheme Phase 2 and 3	End of delivery phase	1 year	Destroy	Business Need
Home Repair Loans	Date application received	Permanent	Destroy	Statutory
Warm Homes	Date enquiry received	6 years + current year	Destroy	Statutory
Stair Lift Grant	Date Enquiry Recieved	10 years	Destroy	Statutory
Fast Track Grant	Date enquiry received	10 Years	Destroy	Statutory
Disabled Facilities Assistance	Date application received	Permanent	Permanent	Accounting Requirements

Enforcement

Asset Name	Retention Trigger	Retention Period	Disposal Action	Rationale
Houses in Multiple Occupation (HMO's)	Licence issue date	6 years + current year	Destroy	Business Need
Housing Enforcement	Case closed	5 years	Review	Business Need
Housing Enforcement Inspections	Case closed	5 years	Review	Business Need
Immigration and landlord paid-for advice inspections	Case closed	6 years + current year	Review	Business Need

Housing Provision

Asset Name	Retention Trigger	Retention Period	Disposal Action	Rationale
Academy Document Engine - letter generation tool	Letter creation date	1 year	Destroy	Business Need
Cloud Dialogs Text Service - repairs appointment/surveys	Date text generated	1 year	Destroy	Business Need
Housing Register	Application Date	6 years + current year	Destroy	Statutory
Northgate Property Services Housing Management System	End of tenure	6 years	Destroy	Business Need
Open Contractor	Repair date	10 years	Destroy	Business Need
TextBurst Service	Date message sent	1 year	Destroy	Business Need
Total Mobile - enables mobile working	Date of request	1 year	Destroy	Business Need
Xmbrace / Optitime Repair Scheduling	Date of repair	3 years	Destroy	Business Need

Human Resources

Administering Employees

Asset Name	Retention Trigger	Retention Period	Disposal Action	Rationale
Car parking charges	Leave date	6 months	Destroy	Business Need
Contract changes	Leave date	6 years	Destroy	Business Need
Covid-19 Vaccination Records for CBC Staff	Date of collection of data	3 months	Destroy	Business Need
Cycle scheme administration	End of loan period	1 year	Destroy	Business Need
Disclosure Barring Service Certification	Receipt of completed DBS certificate	Immediate deletion	Destroy	Business Need
Exit questionnaires	Leave date	6 years	Destroy	Business Need
ID Badges	Leave date	28 days	Destroy	Business Need
Integrated Human Resources and Payroll System (iTrent)	Leave date	6 years + current year	Destroy	Business Need
Job Re-evaluations	Leave date	6 years	Destroy	Business Need
Leavers Manager Process	Leave date	6 years	Destroy	Business Need
Maternity notification	End of maternity leave period	3 years	Destroy	Business Need
Overtime, Mileage and Expenses input - Non iTrent	End of financial tax year	6 years + current year	Destroy	Business Need
Parental Leave	Date of birth of child	18 years	Destroy	Business Need
Paternity notification	End of paternity leave period	3 years	Destroy	Business Need
Personal files - IDOX Corporate	Leave date	Permanent	Permanent	Business Need
Recruitment - Non iTrent	Close date for application	1 year	Destroy	Business Need
Redundancy calculations	Leave date	6 years + current year	Destroy	Business Need
Settlement agreements	Leave date	10 years	Destroy	Business Need
Sickness absence process	Leave date	6 years plus current year	Destroy	Business Need

Special leave requests	Leave date	6 years	Destroy	Business Need
Vine	Leave date	Immediate deletion	Destroy	Business Need

Monitoring Employees

Asset Name	Retention Trigger	Retention Period	Disposal Action	Rationale
People, Performance & HR Metrics	Expiry of penalty	Immediate deletion	Destroy	Business Need

Occupational Health

Asset Name	Retention Trigger	Retention Period	Disposal Action	Rationale
Occupational Health Referrals	Leave date	6 years	Destroy	Business Need

Terms and Conditions of Employment

Asset Name	Retention Trigger	Retention Period	Disposal Action	Rationale
Onboarding Portal iTrent	After start date	Immediate deletion	Archive	Business Need

Training

Asset Name	Retention Trigger	Retention Period	Disposal Action	Rationale
Health Surveillance Records	Leave date	40 years	Destroy	Statutory
MyLearning	Leave date	28 days	Destroy	Business Need
Training administration and records (excluding H&S training)	Leave date	6 years + current year	Destroy	Business Need

Information & Communication Technology

Infrastructure

Asset Name	Retention Trigger	Retention Period	Disposal Action	Rationale
Cookies	User clears their browsing cache	End of session	Destroy	Business Need
Emails	Date of email	6 years	Destroy	Business Need
Files in Chats	Date of chat	6 years	Destroy	Business Need
Files in Teams	Date of upload	6 years	Destroy	Business Need
OneDrive	Date last modified	6 years	Destroy	Business Need
Private Chat	Date of chat	3 years	Destroy	Business Need
Recording of meetings	Date of recording	3 years	Destroy	Business Need
SharePoint Meeting Sites	Date last modified	6 years	Destroy	Business Need
Teams Channel Chats	Date of chat	3 years	Destroy	Business Need
Yammer Communities	Date of post	1 year	Destroy	Business Need

Access to Information

Asset Name	Retention Trigger	Retention Period	Disposal Action	Rationale
Data Subject Access Requests	Date of request	6 years	Destroy	Business Need
Freedom of Information and other requests	Case closed	3 years	Destroy	Business Need
National Fraud Initiative (NFI)	Date of next NFI collection exercise	Immediate deletion	Destroy	Statutory

Legal Services

Land Registration

Asset Name	Retention Trigger	Retention Period	Disposal Action	Rationale
Land Charges Official Search Requests	Property search report sent date	6 years	Destroy	Statutory
Land Charges Registrations	Date charge placed on property	Permanent	Permanent	Statutory

Management of Legal Activities

Asset Name	Retention Trigger	Retention Period	Disposal Action	Rationale
Legal files	Case closed	25 years	Destroy	Business Need

Leisure & Culture
Allotments

Asset Name	Retention Trigger	Retention Period	Disposal Action	Rationale
Allotments	Date tenancy terminated	3 years	Destroy	Business Need

Community Facilities

Asset Name	Retention Trigger	Retention Period	Disposal Action	Rationale
Colchester Market Traders	Date licence expires	2 years	Destroy	Business Need

Museums

Asset Name	Retention Trigger	Retention Period	Disposal Action	Rationale
Castle Passes	Failure to renew pass after reminder	28 days	Destroy	Business Need
Colchester Museums Development Foundation Donors	Date of donation	10 years	Destroy	Business Need
Colchester Museums Development Foundation E-Newsletter	Date person unsubscribes from service	Immediate deletion	Destroy	Business Need
Colchester Museums Development Foundation Membership	Date membership lapsed	3 years	Destroy	Business Need
Museum Collections	Date of accessioning of artefact	Permanent	Permanent	Historical & research
Museum Finances	Order date	6 years + current year	Destroy	Business Need
Museum Objects	Date of accessioning of object	Permanent	Permanent	Historical & research
Museums Extra Mailing List	Date person unsubscribes from service	Immediate deletion	Destroy	Business Need
Museums Schools Mailing List	Date person unsubscribes from service	Immediate deletion	Destroy	Business Need
Volunteer Mailing List (non-active volunteers)	Date person unsubscribes from service	Immediate deletion	Destroy	Business Need
Volunteers - Museums (Active)	Date volunteer resigns	1 year	Destroy	Business Need

Parks & Open Spaces

Asset Name	Retention Trigger	Retention Period	Disposal Action	Rationale
Fishing Licenses	End of current fishing season	3 years	Destroy	Business Need

Sports Facilities

Asset Name	Retention Trigger	Retention Period	Disposal Action	Rationale
Activa PARQ Gym Induction Form	Date of last visit to gym	1 year	Destroy	Business Need
Beauty Client Records	Date of last treatment	3 years	Destroy	Business Need
Birthday Party Booking Forms	Date of party	30 days	Destroy	Business Need
Birthday Party Enquiries	Date of enquiry	15 days	Destroy	Business Need
Birthday Party Website Enquiry Forms	Date of enquiry	15 days	Destroy	Business Need
Block Bookings Form	Date booking form completed	6 years	Destroy	Business Need
Course Enrolment Forms Leisure World Highwoods & Tiptree	Date enrolment form completed	6 years + current year	Destroy	Business Need
Digitickets Leisure Booking System	Date of last transaction	4 years	Destroy	Business Need
Direct Debit Extract	Date of extract	6 years	Destroy	Business Need

Facebook Lead	Date lead generated	6 months	Destroy	Business Need
First Aid Course form	Date form completed	6 years + current year	Destroy	Business Need
Health Commitment Form	Date of final visit to Gym	1 year	Destroy	Business Need

Holiday Camp Application form	Date application form completed	2 years	Destroy	Business Need
Holiday Camp Dynamics Forms	Date of attendance at Holiday Camp	2 years	Destroy	Business Need
Holiday Camp Register	Date of holiday camp	3 years	Destroy	Business Need
I-Salon Beauty System	Date of last transaction	4 years	Destroy	Business Need
LEAP (GP or Self Referral) Consultation form	Date of last consultation	3 years	Destroy	Business Need
Leisure World Free Guest Pass Records	Date pass activated or details given	30 days	Destroy	Business Need
Leisure World Membership (Gladstone)	Date membership lapsed or not renewed	4 years	Destroy	Business Need
Member Amendment Records	Date of last correspondence	4 years	Destroy	Business Need
Member Direct Debit Refund Reports - external	Date of report	1 year	Destroy	Business Need
Member Direct Debit Refund Reports - internal	Date of report	1 year	Destroy	Business Need
Membership Cancellation Reports	Date of report	3 months	Destroy	Business Need
Membership Lead Enquiries	Date of enquiry	3 months	Destroy	Business Need
Membership Successful Direct Debit Reports - external	Date of report	1 year	Destroy	Business Need
My Weight Matters Registration Form	Date registration form completed	3 years	Destroy	Business Need
NRSTAC Swim Course form	Date of application form	6 years + current year	Destroy	Business Need
PARQ Gym Induction Leisure World Highwoods & Tiptree	Date form completed	3 years	Destroy	Business Need
Party Enquiry/Booking Form	Date of enquiry/booking	3 years	Destroy	Business Need
Poolview CCTV cameras for Leisure World leisure and fitness pools	Automatic overwrite by system	28 days	Destroy	Business Need
Royal Lifesaving Society swim course form	Date form completed	6 years + current year	Destroy	Business Need
Swim England Qualifications Swim Course Application Forms	Date of application	6 years	Destroy	Business Need
Swim School Direct Debit Application form	Date form completed	3 years	Destroy	Business Need
Swim School Registration Form	Date of last swim lesson	3 years	Destroy	Business Need
Swimming Lesson Register of Interest online form	Date form completed	3 months	Destroy	Business Need
Technogym MyWellness App Gym record	Date gym last used	3 years	Destroy	Business Need
Tiptree Climbing Registration Forms	Date registration form completed	6 years + current year	Destroy	Business Need
Tiptree Teens Registration Forms	Date form completed	3 years	Destroy	Business Need

Tourism

Asset Name	Retention Trigger	Retention Period	Disposal Action	Rationale
Beach Huts	Date tenancy transferred	3 years	Destroy	Business Need
Events Booking	Event Date	Immediate deletion	Destroy	Business Need

Management

Corporate Communication

Asset Name	Retention Trigger	Retention Period	Disposal Action	Rationale
Communications Photo Library	Date photo taken	5 years	Archive	Historical & Research
Events Newsletter Mailing List	Date the person unsubscribes from service	Immediate deletion	Destroy	Business Need
Marketing Mailing Lists	Date the person unsubscribes from service	Immediate deletion	Destroy	Business Need
Research and Change - External Data	Date survey closes	6 years	Destroy	Business Need
Research and Change - Internal Data	Date survey closes	6 years	Destroy	Business Need

Enquiries & Complaints

Asset Name	Retention Trigger	Retention Period	Disposal Action	Rationale
Complaints and Compliments	Case closed	3 years	Destroy	Business Need

Planning & Building Control

Building Control

Asset Name	Retention Trigger	Retention Period	Disposal Action	Rationale
Building Control - Building Control applications	Date of completion/closure of application	15 years	Destroy	Business Need
Building Control - Completion Certificates	Date of completion of application	15 years	Destroy	Business Need
Building Control – Decision Notices	Date of completion of application	15 years	Destroy	Business Need
Building Control - Plans	Date of completion/closure of application	15 years	Destroy	Business Need
Building Control - Service Requests	Date of closure of request	15 years	Destroy	Business Need

Development Control

Asset Name	Retention Trigger	Retention Period	Disposal Action	Rationale
Planning Applications	Date uploaded to system	Permanent	Permanent	Statutory
Enforcement & Trees	Date of agreement	Permanent	Permanent	Statutory
Section 106 database	Completion of Tree Preservation Order	Permanent	Permanent	Statutory

Forward Planning

Asset Name	Retention Trigger	Retention Period	Disposal Action	Rationale
Historic Environment Record (HER)	Date record uploaded onto system	Permanent	Permanent	Statutory
Local Plan	Date local plan adopted	Permanent	Permanent	Statutory
Local Plan Consultations	Date local plan adopted	15 years	Destroy	Statutory
Planning Consultations	Date of adoption of planning guidance	15 years	Destroy	Statutory
Tendring Colchester Borders Garden Community Website	Date website closed	3 months	Destroy	Business Need

Procurement

Contracting

Asset Name	Retention Trigger	Retention Period	Disposal Action	Rationale
Contracts	Date contract terminates	6 years + current year	Destroy	Business Need

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Risk Management & Insurance

Claims

Asset Name	Retention Trigger	Retention Period	Disposal Action	Rationale
Insurance Claims	Insurance claim date	Permanent	Permanent	Civil Action

Transport & Infrastructure

Highway Enforcement

Asset Name	Retention Trigger	Retention Period	Disposal Action	Rationale
Body Worn Cameras - North Essex Parking Partnership	Automatic overwrite by system	30 days	Destroy	Business Need
Dash Cameras on NEPP Vehicles	Automatic overwrite by system	Overwritten when SD Card full	Destroy	Business Need
Parking - Car Parks	Date penalty issued or date of purchase of parking ticket	6 years	Destroy	Business Need
Parking - Permits	Date permit issued	6 years	Destroy	Business Need
Parking Enforcement (Off Street)	Date of issue	6 years	Destroy	Business Need
Parking Enforcement (On Street)	Date of issue	6 years	Destroy	Business Need
Street Naming and Numbering	Request fulfilled	6 years + current year	Destroy	Business Need
Colchester eCargo Bike Library Hire Scheme	Date Service no longer required	Immediate Deletion	Destroy	Business Need
TTC Group (Driving licence checks by a third party contractor)	Date of application	3 years	Destroy	Business Need

Traffic Management

Asset Name	Retention Trigger	Retention Period	Disposal Action	Rationale
NEPP Park Safe Schools and Park Safe Cars	Date image captured	21 days	Destroy	Business Need

Transport Planning

Asset Name	Retention Trigger	Retention Period	Disposal Action	Rationale
Cycle Colchester	Date the person unsubscribes from service	28 days	Destroy	Business Need
Loveurcar Colchester Application Forms	Failure to renew subscription	2 years	Destroy	Business Need
Travel Plan Mailing Lists	Date the person unsubscribes from service	28 days	Destroy	Business Need

Waste Management

Waste Collection

Asset Name	Retention Trigger	Retention Period	Disposal Action	Rationale
Abandoned Vehicles	Date abandoned vehicle reported	2 years	Destroy	Business Need
Neighbourhood Responder Data	Date task marked as completed/cancelled/no action required	6 years + current year	Destroy	Business Need
Neighbourhood Services Kaizala Communication system	Message date	3 years	Destroy	Business Need
Street Cleaning Reports	Date of report	2 years	Destroy	Business Need
TaskSmart Colchester City Council	Data task completed or no action required date	6 years + current year	Destroy	Business Need
Vehicle cameras on Waste Vehicles (360	Automatic overwrite by system	30 days	Destroy	Business Need

degree capability)				
Waste Collection - Domestic - Additional Services	Date of order	3 years	Destroy	Business Need
Waste Collection - Domestic - Assisted Collections and Exemptions	Date service no longer required	28 days	Destroy	Business Need
Waste Collection - Domestic - Missed Bins	Date missed bin reported	3 years	Destroy	Business Need

Waste Collection - Trade	Failure to renew contract or complete a Duty of Care	6 years	Destroy	Business Need
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