

## Tamworth Borough Council Data Retention Schedule April 2024

IAR00100	Assembly Room and Arts - Events	Accident Forms	Sensitive personal, non sensitive personal.	3 years and 4 months or for minor retain 21 years and 4 months from DOB
IAR00101	Assembly Room and Arts - Events	Arts and Events Database	Non sensitive personal.	Minimum of 6 years
IAR00102	Assembly Room and Arts - Events	Child Consent Form	Sensitive personal and non sensitive personal	Minimum 6 years.
IAR00103	Assembly Room and Arts - Events	Venue Hire Forms	Non sensitive personal.	2 Years from creation date.
IAR00104	Assembly Room and Arts - Events	Open Spaces Forms.	Non sensitive personal.	2 Years from creation date.
IAR00105	Assembly Room and Arts - Events	Spektrix Box Office Customer Information	Sensitive personal and non sensitive personal	Payment Information 6 years. Marketing 2 year max.
IAR00106	Assembly Room and Arts - Events	Bar Suppliers List	Non sensitive personal.	Dynamic list updated constantly. 2 years normal.
IAR00200	Audit	Audit Files	Sensitive Personal	6 Years
IAR00201	Audit	Fraud Investigations	Non Personal, Personal, Sensitive Personal.	6 Years

IAR00202	Audit	Pentana Risk Registers	No personal Information	6 years
IAR00300	Benefits	Benefits - Capita System	Sensitive personal and non sensitive personal	6 years after the end of the claim.
IAR00301	Benefits	Benefits - Civica System	Sensitive personal and non sensitive personal	6 years after end of claim
IAR00302	Benefits	Customer Files	Sensitive personal and non sensitive personal	6 years after the end of the claim. The Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 The Housing Benefit Regulations 2006
IAR00303	Benefits	DWP Information - Wider Use of Real Time Information, Universal Credit Data Share, ATLAS, Payment Deduction Programme, Housing Benefit Matching Service, Single Housing Benefit Extract, Customer Information System, Data Hub	Sensitive personal and non sensitive personal	6 years after end of the claim.

IAR00304	Benefits	HMRC Return	Sensitive personal and non sensitive personal	3 months from creation
IAR00400	Castle	Commercial Contacts	Non personal, non sensitive personal	Information regularly updated - Reviewed every year.
IAR00401	Castle	Casual Employee Timesheets and Holiday Records	non sensitive personal	3 years after creation
IAR00402	Castle	Accident/Incident Book	Sensitive personal and non sensitive personal	3 Years 4 months following adult accident. 21 years and 4 months for under 18s
IAR00403	Castle	Event Ticket Bookings	Sensitive personal and non sensitive personal	Payment record 6 years and marketing creation date +1 year

IAR00404	Castle	Tamworth Castle Volunteers (Object Donations)	Sensitive personal and non sensitive personal	Permanent
IAR00405	Castle	Tamworth Castle Volunteers (Object Exit)	Sensitive personal and non sensitive personal	Permanent
IAR00406	Castle	Tamworth Castle Volunteers (Loans in and Loans Out forms)	Sensitive personal and non sensitive personal	Permanent
IAR00407	Castle	School Workshop Bookings	Non personal and non sensitive personal	6 Years from data of trip
IAR00408	Castle	Visitor Book	Non sensitive personal	1 year
IAR00409	Castle	Tamworth Castle Volunteers List	Sensitive personal and non sensitive personal	6 years from termination
IAR00410	Castle	Marketing photos	Non sensitive personal	3 years post date granted consent
IAR00411	Castle	Model Release Forms	non sensitive personal	3 years post date granted consent
IAR00412	Castle	Employee Information Files	Non sensitive personal	6 years after date of contract end

IAR00413	Castle	Castle Visitors Survey	Sensitive Personal	Once purpose of survey is completed and no longer required.
IAR00500	CEO Officer - Audit	Pentana Risk Register	No personal Information	6 years post creation
IAR00600	Chief Executives Office	Secondary Employment Lists	Non sensitive personal	No guidance
IAR00601	Chief Executives Office	Municipal Charities Correspondence	Sensitive personal and non sensitive personal	Year record created for six years
IAR00602	Chief Executives Office	Notification of Absence Forms	Sensitive personal and non sensitive personal	Year record created for one year
IAR00603	Chief Executives Office	Christmas Card Lists	Non sensitive personal	No Guidance
IAR00604	Chief Executives Office	MP Enquiry Log	Sensitive Personal	Year record created for three years
IAR00605	Chief Executives Office	Ombudsman Correspondence	Non sensitive personal	Year record created for three years
IAR00606	Chief Executives Office	MP Correspondence and General Correspondence	Sensitive Personal	No Guidance

IAR00650	Community Safety	Partnership support and enforcement officer body worn camera.	Non Sensitive personal	If not for evidential purposes then 31 days
IAR00651	Community Safety	Prosecution - Evidence Gathering	Non personal, non sensitive personal, sensitive personal	6 years from date of resolution of enforcement
IAR00652	Community Safety	External Agencies Safeguarding Policies	non sensitive personal	6 years after creation.
IAR00653	Community Safety	Daily TVP Meeting Records	Sensitive personal	6 years after creation.
IAR00654	Community Safety	NAFN Vehicle Keeper Checks	non personal, non sensitive personal	2 years after creation.
IAR00655	Community Safety	ASB weekly coordination meeting	sensitive personal	6 years after creation.
IAR00656	Community Safety	Anti Social Behaviour M3	Non personal, non sensitive personal, sensitive personal	6 years from date of resolution of enforcement
IAR00657	Community Safety	Environmental Crime M3	Non personal, non sensitive personal, sensitive personal	6 years from date of resolution of enforcement

IAR00658	Community Safety	Safeguarding Referrals	Non personal, non sensitive personal, sensitive personal	adults 6 years after creation and children 15 years after creation
IAR00659	Community Safety	Adult Safeguarding Meetings	non sensitive personal and sensitive personal	6 years after creation.
IAR00660	Community Safety	TBC Safeguarding Folder	non sensitive personal and sensitive personal	adults 6 years after creation and children 5 years after creation
IAR00661	Community Safety and Partnerships	Tamworth Daily Briefing	non sensitive personal and sensitive personal	6 years after creation.
IAR00662	Community Safety and Partnerships	MACE	non sensitive personal and sensitive personal	6 years
IAR00663	Community Safety and Partnerships	Community Trigger	non sensitive personal and sensitive personal	6 years after creation.
IAR00664	Community Safety and Partnerships	youth asb	non sensitive personal and sensitive personal	6 years after creation.

IAR00665	Community Safety and Partnerships	Ukrainian	non sensitive personal and sensitive personal	6 years after creation.
IAR00666	Community Safety and Partnerships	child protection conference	non sensitive personal and sensitive personal	6 years
IAR00667	Community Safety and Partnerships	asylum Hotel & dispersal meetings	non sensitive personal and sensitive personal	6 years after creation.
IAR00668	Community Safety and Partnerships	professionals meetings	non sensitive personal and sensitive personal	6 years after creation.
IAR00701	Communications and Marketing	Press Photography	Non personal and non sensitive personal	3 years
IAR00702	Communications and Marketing	Stock Photography	Non Personal	1 year
IAR00703	Communications and Marketing	Tamworth Photography	Non Personal and non sensitive personal	3 Years



IAR00801	Customer Services	Enquiries Email	Personal, sensitive special category personal, non personal sensitive personal.	12 months
IAR00802	Customer Services	HAT	Personal, sensitive special category personal, non personal sensitive personal.	3 years with operational review due to reoffending
IAR00804	Customer Services	Rev bens - Post / Civica Scanning	Personal, sensitive special category personal, non personal sensitive personal.	12 months once data has been processed
IAR00805	Customer Services	Taxi applications	Personal non sensitive and sensitive personal and non personal.	passed to licencing for retaining as per their guidelines

IAR00806	Customer Services	Tell Us	Personal non sensitive and sensitive personal and non personal.	1 year general. Complaints 3 years. Level one is 6 years from resolve. Ombudsman complaints 10 years.
IAR00807	Customer Services	Outlook	Personal non sensitive and sensitive personal and non personal.	retained in outlook calendar
IAR00808	Customer Services	Visitor Logs	Non sensitive personal	Records deleted 3 months
IAR00809	Customer Services	Web Chat	Personal non sensitive and sensitive personal.	Based on Operational content
IAR00810	Customer Services	Town hall booking forms	Sensitive personal	12 months once data has been processed
IAR00811	Customer Services	Parking Permits	Non personal, sensitive personal and non sensitive personal.	scanned version a month
IAR00812	Customer Services	Private Event Tickets	Sensitive personal.	Deleted post event

IAR00813	Customer Services	Food Bank Vouchers	Non sensitive personal	Not retained once processed
IAR00814	Customer Services	Recorded Delivery books	Sensitive Personal	No guidance
IAR00815	Customer Services	Receipt Books	Sensitive Personal	12 months after creation
IAR00900	Elections	Candidate Information	Sensitive personal	12 months post election
IAR00901	Elections	Election Process Files	Non personal, sensitive personal and non sensitive personal.	1 year after creation
IAR00902	Elections	Marked Register	Non sensitive personal	Permanent
IAR00903	Elections	Electoral Register (full and open)	Non sensitive personal	Permanent
IAR00904	Elections	Elections Staffing files	Non sensitive personal	6 years post election
IAR00905	Elections	Voter Authority Applications (including temporary) & Anonymous Elector Documents	Sensitive personal	28 days (VAC), 15 month (AED), 10 years for certificate information
IAR00906	Elections	Ballot Paper Refusal Form	Sensitive personal	10 years

IAR01100	Environmental Health	Accidents	Non sensitive personal and sensitive personal.	Records relating to accidents which fall under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 – 3 yrs. Records relating to accidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 – 30 yrs . Records relating to accidents where the person concerned is under 18 – from birth – 21 yrs 4 months Records relating to accidents where the person concerned is over 18 – 3yrs 4 months
IAR01101	Environmental Health	Fixed Penalty Notices	Non Sensitive Personal	6 Years after creation.
IAR01102	Environmental Health	Inspection Food Hygiene	Non Sensitive Personal	6 years after inspection.

IAR01103	Environmental Health	Food Registrations	Non Sensitive Personal	6 years post business ceased trading.
IAR01104	Environmental Health	Requests for Service / Complaints	Non Sensitive Personal	Complaints 3 years, Level 1 is 6 years from resolve and Ombudsman 10 years.
IAR01105	Environmental Health	Infectious Diseases	Non Sensitive Personal	6 Years after information created.
IAR01106	Environmental Health	Licensing.	Non sensitive personal and Sensitive personal.	6 years after licence expiry
IAR01107	Environmental Health	Registers	Non sensitive personal and Sensitive personal.	for as long as the licence is valid
IAR01108	Environmental Health	Notices	Non sensitive personal	6 Years after information created.
IAR01200	Finance	VAT	Non sensitive personal and non personal	6 Years post record creation
IAR01201	Finance	Finance - Elections	Non sensitive personal and non personal	6 Years post record creation
IAR01202	Finance	CP Data Management	Non sensitive personal and non personal	6 Years post record creation
IAR01203	Finance	Creditors Records	Non sensitive personal and non personal	6 Years post record creation

IAR01204	Finance	Debtors Records	Non sensitive personal and non personal	6 Years post record creation
IAR01205	Finance	Banking	Non sensitive personal and non personal	6 Years post record creation
IAR01206	Finance	BACS Bottomline	Non sensitive personal and non personal	6 Years post record creation
IAR01207	Finance	Insurance Records	Non sensitive personal, sensitive personal and non personal	6 Years post record creation
IAR01208	Finance	General Ledger Record	Non sensitive personal and non personal	Year record created plus 6 years for HMRC purposes after that time financial records are kept but from 1/4/19 PII will be anonymised
IAR01209	Finance	Construction Industry Scheme - Creditors	Non sensitive personal and non personal	6 Years post record creation
IAR01210	Finance	Version 1	Non sensitive personal and non personal	6 Years post record creation

IAR01211	Finance	Bi4	Non sensitive personal and non personal	6 Years post record creation
IAR01212	Finance	Housing Rent	Non sensitive personal	6 Years post record creation
IAR01213	Finance	Reconciliations	Non sensitive personal and non personal	6 Years post record creation
IAR01215	Finance	Credit Card Refunds	Non sensitive personal and non personal	6 Years post record creation
IAR01216	Finance	Procurement Contracts	Non sensitive personal and non personal	6 Years post record creation
IAR01217	Finance	Finance Payroll Records	Non sensitive personal and non personal	6 Years post record creation
IAR01218	Finance	Sale of Council Houses	Non sensitive personal	Permanently
IAR01219	Finance	InTend System	Non sensitive personal and non personal	6 Years post record creation
IAR01220	Finance	Treasury	Non sensitive personal	6 Years post record creation
IAR01221	Finance	New Creditor Form	Non sensitive personal and sensitive personal.	Deleted once information forwarded to accounts.

IAR01250	Housing	Garden Maintenance List	Non sensitive personal and Sensitive Personal	Updated as needed
IAR01251	Housing	Court Files ASB	Non sensitive personal and Sensitive Personal	6 years
IAR01252	Housing	CAS - Orchard	Non sensitive personal and Sensitive Personal	6 years
IAR01253	Housing	Evictions	Non sensitive personal and Sensitive Personal	6 years
IAR01254	Housing	Former Tenants	Non sensitive personal and Sensitive Personal	6 years post contact
IAR01255	Housing	Invoices	Non sensitive personal and Sensitive Personal	6 years post end of tenancy
IAR01256	Housing	Recharges	Non sensitive personal and Sensitive Personal	6 years
IAR01257	Housing	Refunds	Non sensitive personal and Sensitive Personal	6 years post end of tenancy



IAR01258	Housing	Tenancy Information File	Non sensitive personal and Sensitive Personal	6 years post end of tenancy
IAR01259	Housing	Income Approaches	Non sensitive personal and Sensitive Personal	6 years post last action on contract
IAR01260	Housing - Business Administration	Bed and Breakfast Invoices and Tenancies	Non sensitive personal and Sensitive Personal	6 years post record creation
IAR01261	Housing - Business Administration	Direct Debits	Non sensitive personal and Sensitive Personal	6 years after record created.
IAR01262	Housing - Business Administration	Finding a Home Upload datasets	Non sensitive personal	6 years from application creation
IAR01263	Housing - Landlord Services	Datasave - Former housing applicant files	nonsensitive personal, sensitive personal, non personal	6 years post application
IAR01264	Housing - Landlord Services	Orchard Property Details	nonsensitive personal, non personal	6 years post tenancy

IAR01265	Housing - Landlord Services	B&B Invoices	nonsensitive personal, sensitive personal	6 years post record creation
IAR01266	Housing - Landlord Services	Bad Weather Tenant Contacts	nonsensitive personal, sensitive personal	Under operational review
IAR01267	Housing - Landlord Services	Concessionary TV Licence	non sensitive personal	remove once licence expired
IAR01268	Housing - Landlord Services	Sheltered Tenant Letters	nonsensitive personal, sensitive personal	6 years post record creation
IAR01269	Housing - Landlord Services	Sheltered Tenant Risk Assessments	nonsensitive personal, sensitive personal	2 years post risk assessment
IAR01270	Housing - Landlord Services	WEL Dwelling Reports	nonsensitive personal, sensitive personal	6 years post record creation
IAR01271	Housing - Landlord Services	Housing Direct Debits	nonsensitive personal	6 years post record creation
IAR01272	Housing - Landlord Services	Housing Emerald Upload	nonsensitive personal	6 years post record creation

IAR01273	Housing - Landlord Services	Housing end of Year (Rents and Repairs)	nonsensitive personal	6 years post record creation
IAR01274	Housing - Landlord Services	Landlord Services Performance Report	nonsensitive personal, non personal	5 years for benchmarking
IAR01275	Housing - Landlord Services	Orchard In-house Training Documentation	non personal	Under operational review
IAR01276	Housing - Landlord Services	Datasave - Former housing tenant files	nonsensitive personal, sensitive personal, non personal	6 years post tenancy end
IAR01277	Housing - Landlord Services	Orchard Person Details	nonsensitive personal, sensitive personal, non personal	6 years post tenancy end
IAR01278	Housing - Landlord Services	Business Objects Reports	nonsensitive personal, sensitive personal	6 years post record creation
IAR01279	Housing - Landlord Services	Orchard Repairs	nonsensitive personal, sensitive personal, non personal	6 years post end of tenancy
IAR01280	Housing - Landlord Services	Sheltered Visitors Book	nonsensitive personal, non personal	6 years post date of visit

IAR01281	Housing - Landlord Services	Disabled Facilities Grants	non sensitive personal	6 years post grant payment
IAR01288	Housing - Landlord Services	Sheltered Housing Housing File	nonsensitive personal, sensitive personal	6 years post end of tenancy
IAR01289	Housing - Landlord Services	Sheltered Housing Referrals Folder	nonsensitive personal, sensitive personal	6 years post end of tenancy
IAR01290	Housing - Landlord Services	Sheltered Housing Safeguarding Referral	nonsensitive personal, sensitive personal	post action complete confirmed by safeguarding officer
IAR01291	Housing - Landlord Services	Sheltered Tenancy Sustainment Plans	nonsensitive personal, sensitive personal	6 years post date plan ends
IAR01292	Housing - Landlord Services	Sheltered Accident Forms	nonsensitive personal, sensitive personal	3 years 4 months, or if minor DOB plus 21 years 4 months.
IAR01293	Housing - Landlord Services	Sheltered Daily Visit Sheets	nonsensitive personal, sensitive personal	6 years post record creation
IAR01294	Housing - Landlord Services	Sheltered Guest Room Bookings	nonsensitive personal, sensitive personal	6 years post record creation

IAR01295	Housing - Landlord Services	Sheltered Needs Assessments	nonsensitive personal	6 years post date of assessment
IAR01296	Housing - Landlord Services	Move On and void Memos	nonsensitive personal, sensitive personal	1 year post record creation plus operation review
IAR01297	Housing - Landlord Services	Supported Housing Waiting List	nonsensitive personal	under operational review
IAR01298	Housing - Landlord Services	Cancelled Supported Housing Referrals	nonsensitive personal, sensitive personal	6 years post terminal of referral
IAR01299	Housing - Landlord Services	Supported Housing Tenant Profiles	nonsensitive personal, sensitive personal	3 years post record creation
IAR01300	Housing - Landlord Services	Supported Housing Tenant Files	nonsensitive personal, sensitive personal	6 years post tenancy end
IAR01301	Housing - Landlord Services	Supported Housing Support Referrals	nonsensitive personal, sensitive personal	keep until tenant file destroyed. Letters copy issued to tenant then destroyed 3 months later.
IAR01302	Housing - Landlord Services	Supported Housing Tenant Letters	nonsensitive personal, sensitive personal	keep until tenant file destroyed. Letters copy issued to tenant then destroyed 3 months later.

IAR01303	Housing - Landlord Services	Supported Housing Support Plans	nonsensitive personal, sensitive personal	6 years post record creation
IAR01304	Housing - Neighbourhoods	Datasave - Former Applicant files	Non personal, Non sensitive personal, sensitive personal.	N/A
IAR01305	Housing - Neighbourhoods	Datasave - Former tenant files	Non personal, Non sensitive personal, sensitive personal.	6 years from tenancy end
IAR01306	Housing - Repairs	Archive	Non Personal and non sensitive personal	6 years post end of tenancy
IAR01307	Housing - Repairs	CO Detectors	Non Personal and non sensitive personal	6 years post inspection
IAR01308	Housing - Repairs	Fire Safety Equipment	Non Personal and non sensitive personal	6 years post inspection / work
IAR01309	Housing - Repairs	Repairs Photos General	Non Personal and non sensitive personal	6 years post inspection / work

IAR01310	Housing - Repairs	Sheltered alarms	Non Personal and non sensitive personal	6 years post last contract action
IAR01311	Housing - Repairs	Western Power	Non Personal and non sensitive personal	6 years post last contract action
IAR01312	Housing - Repairs	Garages and Property Lits	Non Personal and non sensitive personal	6 years post last contract action
IAR01313	Housing - Repairs	Graham Environmental	Non Personal and non sensitive personal	6 years post inspection/work
IAR01314	Housing - Repairs	Belgrave Gas Main	Non Personal and non sensitive personal	Updated as needed
IAR01315	Housing - Repairs	Staffordshire Fire and Rescue	Non Personal and non sensitive personal	6 years post last action on contract
IAR01316	Housing - Repairs	Stair Passenger Lifts	Non Personal and non sensitive personal	6 years post inspection/work
IAR01317	Housing - Repairs	Swallowhurst New Properties	Non Personal and non sensitive personal	No guidance

IAR01318	Housing - Repairs	Structural Survey Reports	Non Personal and non sensitive personal	6 years post survey
IAR01319	Housing - Repairs	Earthing and Lighting	Non Personal and non sensitive personal	6 years post inspection/work
IAR01320	Housing - Repairs	Jackson Fencing	Non Personal and non sensitive personal	6 years post inspection/work
IAR01321	Housing - Repairs	Recharges	Non Personal and non sensitive personal	6 years post record creation
IAR01322	Housing - Repairs	Lone Worker Reports	Non Personal and non sensitive personal	No guidance
IAR01323	Housing - Repairs	Oaks Preservation Damp Surveys	Non Personal and non sensitive personal	6 years post survey
IAR01324	Housing - Repairs	Ford Water and Darter Pumping Solutions	Non Personal and non sensitive personal	6 years post inspection / work
IAR01325	Housing - Repairs	MAST Referrals	Non Personal and non sensitive personal	6 years post inspection / work



IAR01326	Housing - Repairs	Dampy Surveys	Non Personal and non sensitive personal	6 years post end of contract
IAR01327	Housing - Repairs	Equipment Matrix 2017	Non Personal and non sensitive personal	Updated as needed
IAR01328	Housing - Repairs	Zurich	Non Personal and non sensitive personal	6 years post last action on contract
IAR01329	Housing - Repairs	Contract Audit Procedures	Non Personal and non sensitive personal	Review every 3 years
IAR01330	Housing - Repairs	Trowers and Hamlins	Non Personal and non sensitive personal	6 years post last action on contract
IAR01331	Housing - Repairs	Wates R and I Gas Contract	Non Personal and non sensitive personal	6 years post last action on contract
IAR01332	Housing - Repairs	Pest Control Services	Non Personal and non sensitive personal	6 years post last action on contract
IAR01333	Housing - Repairs	Lift Repairs	Non Personal and non sensitive personal	6 years post inspection / work

IAR01334	Housing - Repairs	ChurchesFire	Non Personal and non sensitive personal	Updated as needed
IAR01335	Housing - Repairs	Autoquench	Non Personal and non sensitive personal	6 years post inspection / work
IAR01336	Housing - Repairs	BES	Non Personal and non sensitive personal	Update as required
IAR01337	Housing - Repairs	Building Regulations	Non Personal and non sensitive personal	6 years post work completion
IAR01338	Housing - Repairs	Mears R and I Contract	Non Personal and non sensitive personal	6 years post end of contract
IAR01339	Housing - Repairs	Morrison Asbestos Reports	Non Personal and non sensitive personal	6 years post last action on contract
IAR01340	Housing - Repairs	Morgan Lambert	Non Personal and non sensitive personal	6 years post last action on contract
IAR01341	Housing - Repairs	NICEIC Reports	Non Personal and non sensitive personal	No Guidance

IAR01342	Housing - Repairs	Weymouth House Door Entry Upgrade	Non Personal and non sensitive personal	6 years post last action on contract
IAR01343	Housing - Repairs	Data Folders	Non Personal and non sensitive personal	6 years post inspection / work
IAR01344	Housing - Repairs	Exley Photos	Non Personal and non sensitive personal	6 years post inspection / work
IAR01345	Housing Solutions	Complaints Log	Sensitive Personal	3 Years, Level one 6 years, Ombudsman 10 years
IAR01346	Housing Solutions	Solutions Fund / Taxi	Sensitive Personal	6 years post last contact
IAR01347	Housing Solutions	Lender Notification	Non sensitive personal, sensitive personal	1 year
IAR01348	Housing Solutions	Homelessness Approaches	Non sensitive personal	6 years
IAR01349	Housing Solutions	Housing Register Applications	Sensitive Personal	6 years
IAR01350	Housing Solutions	Sanctuary Scheme	Sensitive Personal	6 years

IAR01351	Housing Solutions	Housing Solutions Duty Log	Sensitive Personal	2 years
IAR01352	Housing Solutions	Housing Solutions Performance Monitoring	Non Personal	1 year
IAR01353	Housing Solutions	Housing Register received application Log	Non sensitive personal, sensitive personal	6 years post application date
IAR01354	Housing Solutions	Unable to find Log	Non sensitive personal, sensitive personal	1 year or post allocation
IAR01355	Housing Solutions	S213 and S208 Referrals	Sensitive Personal	6 years
IAR01356	Housing Solutions	Band 1 Report	Non sensitive personal	1 year
IAR01357	Housing Solutions	Housing Register Reports	Sensitive Personal	1 year
IAR01358	Housing Solutions	Allocation Spreadsheet	Non sensitive personal	1 year
IAR01359	Housing Solutions	Registered Provider Reporting	Non Personal	1 year
IAR01360	Housing Solutions	Policy Register	Non Personal	operational review
IAR01361	Housing Solutions	Reduced preference monitoring	Sensitive Personal	6 years

IAR01362	Housing Solutions	Temporary accommodation Monitoring	Sensitive Personal	6 years post last contact
IAR01363	Housing Solutions	Temporary Accommodation spreadsheet	Sensitive Personal	6 years
IAR01364	Housing Solutions	SWEP	Sensitive Personal	6 years post last contact
IAR01365	Housing Solutions	RSI 22/23	Sensitive Personal	6years post last contact
IAR01366	Housing Solutions	Outreach work	Sensitive Personal	6years post last contact
IAR01367	Housing - Tenant Participation	Housing Complaints, compliments and requests	Sensitive Personal	Complaint - 3 years. Level 1 - 6 years post resolve. Ombudsman - 10 years
IAR01368	Housing - Tenant Participation	Tenant Involvement Database	Sensitive Personal	3 years post record creation
IAR01369	Housing - Tenant Participation	Customer Satisfaction 2017-2018	Sensitive Personal	3 years post record creation
IAR01370	Housing - Voids and Allocations	Mutual Exchange Register	Non sensitive personal	6 years post record creation
IAR01371	Housing - Voids and Allocations	Regeneration Payment - Tenant Details	Non sensitive personal	6 years post record creation
IAR01372	Housing - Voids and Allocations	Housing Bidding Shortlists	Non sensitive personal and sensitive personal	6 years post record creation

IAR01373	Housing - Voids and Allocations	Garage Bidding Shortlist	Non sensitive personal	6 years post record creation
IAR01374	Housing - Voids and Allocations	Nominations returned	Non sensitive personal	6 years post record creation
IAR01375	Housing - Voids and Allocations	Allocations letters	non sensitive personal	6 years post record creation
IAR01400	Human Resources	Reckonable Service Spreadsheet	Sensitive Personal	6 years post termination.
IAR01401	Human Resources	Redundancy Spreadsheet	Sensitive Personal	80 years post redundancy.
IAR01402	Human Resources	Service Review Information	Sensitive Personal	6 years post reorganisation
IAR01403	Human Resources	DBS	Sensitive Personal	6 months post date check for application. 6 years post date check for outcome.
IAR01404	Human Resources	E-Learning System	Sensitive Personal	Until End of Contract. Post data training complete for 3 years.
IAR01405	Human Resources	Absence Spreadsheet / Long Term Sick	Sensitive Personal	1 year post creation
IAR01406	Human Resources	Time Recording System	Sensitive Personal	1 year post creation
IAR01407	Human Resources	Agency	Sensitive Personal	6 years

IAR01408	Human Resources	HR and Payroll System including web recruitment - Current	Sensitive Personal	6 years post termination.
IAR01409	Human Resources	Lockers	Non Sensitive Personal	Retained until key returned.
IAR01410	Human Resources	Management Information Reports	Non sensitive personal and sensitive personal	3 years
IAR01411	Human Resources	Training Sheets	Non Sensitive Personal	3 years post date of training.
IAR01412	Human Resources	Volunteers	Sensitive Personal	6 years post termination.
IAR01413	Human Resources	Work Experience	Sensitive Personal	6 years post end of work experience.
IAR01414	Human Resources	Workbook	Sensitive Personal	1 year
IAR01415	Human Resources	Staff Electronic Files	Sensitive Personal	6 years post termination
IAR01416	Human Resources	Staff Files Paper	Sensitive Personal	6 years post termination
IAR01417	Human Resources	Employee relations casework tracker	Sensitive Personal	6 years post termination
IAR01418	Human Resources	Carers & Compassionate leave tracker	Sensitive Personal	6 years post termination
IAR01419	Human Resources	Complaints	Sensitive Personal	6 years post termination

IAR01420	Human Resources	Casual usage	Non Sensitive personal	6 years post termination
IAR01421	Human Resources	Overtime Checks	Non Sensitive personal	6 years post termination
IAR01500	Technology and Information Services	OS Background Mapping	No personal.	Most 2 Years, Except OS 25k & 50k - 5 years
IAR01501	Technology and Information Services	OS Contractors and End Users Licence Database	Sensitive personal and non sensitive personal.	10 years
IAR01502	Technology and Information Services	Corporate Spatial Data Repository	No Personal.	Most 5 Years, Aerial Photography - 15 years, Land Registry, National Tree Map - 8 years
IAR01503	Technology and Information Services	Local Land and Property Gazetteer	No Personal.	Live data - updated daily
IAR01504	Technology and Information Services	OS Mastermap Database	No Personal.	2 Years
IAR01505	Technology and Information Services	Subject Access Request Emails	Non personal, non sensitive personal, sensitive personal	3 years following SAR request receipt. Personal Identity documents are checked, logged and deleted on receipt.



IAR01506	Technology and Information Services	Subject Access Request and Response Documents and Logging Database	Non personal, non-sensitive personal, sensitive personal	3 years following records creation. Personal Identity documents are checked, logged and deleted. 5 years following record creation for any SARs referred to ICO.
IAR01507	Technology and Information Services	Freedom of Information and EIR request Emails	Non sensitive personal and non personal	2 years following request receipt
IAR01508	Technology and Information Services	Freedom of Information and EIR request and response documents and Logging Database	Non sensitive personal and non personal	2 years following records creation. 3 years following record creation for any requests referred to ICO.
IAR01509	Technology and Information Services	Personal Data Disclosure Emails	Non personal, non sensitive personal, sensitive personal	3 years following records request receipt.

IAR01510	Technology and Information Services	Personal Data Disclosure Request and Response Documentation and Logging Database	Non personal, non sensitive personal, sensitive personal	3 years following records creation. 5 years following record creation for any requests referred to ICO or for any requests that may be required for investigation purposes by law enforcement authorities.
IAR01511	Technology and Information Services	Domestic Homicide Review Emails	Non personal, non sensitive personal, sensitive personal	2 years following request receipt.
IAR01512	Technology and Information Services	Domestic Homicide Review Supporting, Request and Response documentation	Non personal, non sensitive personal, sensitive personal	Request documentation for no information held instances is deleted immediately. 5 years post request documentation which may be required by law enforcement authorities.
IAR01513	Technology and Information Services	Data Breach Incident Emails	Non Sensitive personal	3 years following records creation

IAR01514	Technology and Information Services	Data Breach Incident Logs	Non Sensitive personal	Periodic Archiving
IAR01515	Technology and Information Services	Data Breach Incident Supporting, Request, Response documentation	Non Sensitive personal	3 years post record creation or 5 years post creation for breached referred to ICO.
IAR01516	Technology and Information Services	Staff Tensor ID Badge copy Records	Non Sensitive personal	2 years post receipt of notification.
IAR01519	Technology and Information Services	Prevent information gathering log and requests.	Non personal, non sensitive personal, sensitive personal	Log information held for 6 years from receipt. For nil response requests, all request information received is deleted (less than 5 days)
IAR01520	Technology and Information Services	Mobile Phone Bill Information	Non sensitive personal and non personal	6 years after end of contract
IAR01521	Monitoring Officer	Member code of conduct complaints	Non personal, non sensitive personal, sensitive personal	Retain from year records created for 6 years

IAR01522	Technology and Information Services	Corporate Complaints	Non personal, non sensitive personal, sensitive personal	Retain from year records created for 6 years
IAR01523	Technology and Information Services	Active Directory	Non Sensitive personal	N/A, records deleted as necessary i.e. staff leaving, infrastructure changes etc
IAR01526	Technology and Information Services	Sostenuto	Non Sensitive personal	6 Years after creation
IAR01528	Technology and Information Services	Telephone System Database	Non Sensitive personal	Updated as required
IAR01529	Technology and Information Services	User Info Database	Non Sensitive personal	6 Years after creation
IAR01531	Technology and Information Services	End of Year (Rent and Repairs)	Non sensitive personal and non personal.	Retained indefinitely
IAR01532	Technology and Information Services	Orchard Housing	Non-sensitive personal, sensitive personal and non-personal	Retain for 6 years after tenancy end or application creation; repairs and property data held indefinitely.

IAR01533	Technology and Information Services	Civica	Non-sensitive personal, sensitive personal and non-personal	Retain for 6 years after tenancy end or application creation; repairs and property data held indefinitely.
IAR01600	Legal and Democratic	Files	Non-sensitive personal	6 years post creation
IAR01601	Legal and Democratic	Historic Minute and Report Books	Non-sensitive personal	Not Deleted. Significant Governance and Historic Interest
IAR01602	Legal and Democratic	Modern.Gov	Non-sensitive personal	6 years post creation
IAR01603	Legal and Democratic	Legal Files	Sensitive Personal	6 years post last action unless permanent
IAR01700	Partnerships	Contracts - Pentana	Non-sensitive personal	6 years after last payment of the grant
IAR01701	Partnerships	Grants Folder	Non-sensitive personal	6 years after last payment of the grant
IAR01702	Partnerships	Grants - Pentana	Non-sensitive personal	6 years after last payment of the grant
IAR01703	Partnerships	Partnership Support and development folder	Non-sensitive personal	6 years after last payment of the grant

IAR01704	Partnerships	physical evidence	non sensitive personal and sensitive personal	until court case has passed
IAR01705	partnerships	prosecution file	non sensitive personal and sensitive personal	until court case has passed
IAR01800	Payroll	Audit	Non Personal	2 years
IAR01801	Payroll	Authorised Signatories	Non sensitive personal	Dynamic List
IAR01802	Payroll	Business Continuity Plan	Non sensitive personal	Dynamic List
IAR01803	Payroll	CIS Monthly Return (Subcontractors)	Non Personal	6 Years post record creation
IAR01804	Payroll	Car loan paperwork	Non sensitive personal	10 Years post record creation
IAR01805	Payroll	Councillor allowances - New Starters, Leavers, payments, deductions & YE reports	Non sensitive personal	6 Years post record creation
IAR01806	Payroll	E-Payslip Master List	Non sensitive personal	Dynamic List
IAR01807	Payroll	Gender Pay Gap info	Sensitive Personal	Dynamic List

IAR01808	Payroll	Health Scheme information	Sensitive Personal	6 Years post record creation
IAR01809	Payroll	Itrent System - Implementation Documents	Sensitive Personal	System decommission.
IAR01810	Payroll	Itrent system - Service pack testing	Non sensitive personal	post system decommission
IAR01811	Payroll	Itrent System Live	Sensitive Personal	6 years post contract termination
IAR01812	Payroll	Itrent System Test	Sensitive Personal	6 years post contract termination
IAR01813	Payroll	Itrent System Dev	Sensitive Personal	6 years post contract termination
IAR01814	Payroll	National Fraud Reports	Sensitive Personal	3 years post appropriate financial year
IAR01815	Payroll	Pay Scale spreadsheet information	Non sensitive personal	3 years post appropriate financial year
IAR01816	Payroll	Pension Forms & Information	Sensitive Personal	6 Years post record creation
IAR01817	Payroll	Redundancy - Employee payment details / quote	Sensitive Personal	80 years from DOB of redundant individual
IAR01818	Payroll	Returning Officer Fee payments	Non sensitive personal	6 years post election date
IAR01819	Payroll	Salaries Diaries	Non sensitive personal	Dynamic List

IAR01820	Payroll	Surveys earning Surveys local government Association	Sensitive Personal	No guidance
IAR01821	Payroll	Strike Deductions	Non sensitive personal	3 years post appropriate financial year
IAR01822	Payroll	Scanned monthly Payroll reports & payroll processing docs	Sensitive Personal	6 Years post record creation
IAR01823	Payroll	Transparency Reports	Non sensitive personal	1 year
IAR01824	Payroll	Year End Information	Sensitive Personal	6 Years post record creation
IAR02000	Planning	Conservation Grants	Non-sensitive personal and Sensitive personal	Civica 6 years following last payment of grant
IAR02001	Planning	Brownfield Land Register	Non-personal	Sites remain on the register until they are developed
IAR02002	Planning	Strategic Housing Land Availability Assessment and call for sites	Non-sensitive personal	From year created for 6 years.
IAR02003	Planning	Local Plan Consultations	Non sensitive personal and sensitive personal.	From year created for 6 years.



IAR02004	Planning	Local Plan Consultation Database	Non-sensitive personal	Permanent
IAR02005	Planning	Self Build Register	Sensitive Personal and Non-Sensitive Personal	Permanent
IAR02006	Planning	Community Infrastructure Levy	Non-Sensitive Personal	Permanent
IAR02007	Planning	Business development Programme 2012 to 2015	Non personal	25 years
IAR02008	Planning	Enforcement	Non-sensitive personal and Sensitive personal	From year created for 6 years.
IAR02009	Planning	General Enquiries	Non-sensitive personal and Sensitive personal	From year created for 6 years.
IAR02010	Planning	Planning applications (includes all formal applications including Listed Buildings, tree preservation Orders, Conservation Area Consents, Prior Notifications, etc.)	Non-sensitive personal and Sensitive personal	Permanent
IAR02011	Planning	Pre application enquiries	Non-sensitive personal and Sensitive personal	From year created for 15 years.

IAR02100	Property Services	Investment Property Files	Non sensitive personal and non personal.	6 years post end of tenancy
IAR02200	Revenues	CT account and property details information	Non sensitive personal	Permanent
IAR02201	Revenues	CT owner information	Non sensitive personal	Permanent
IAR02202	Revenues	CT discount and exemption information - general	Sensitive Personal	Permanent
IAR02203	Revenues	CT Bank Details	Sensitive Personal	Updated as required or 6 years from account closure
IAR02204	Revenues	Civica General Correspondence	Non sensitive personal	Permanent
IAR02205	Revenues	Court Lists	Non sensitive personal and potential special category.	Permanent
IAR02206	Revenues	Write off documentation	Sensitive Personal	6 years from record creation

IAR02207	Revenues	Write off headers	Non sensitive personal	6 years from record creation
IAR02208	Revenues	Write off spreadsheets	Non sensitive personal	6 years from record creation
IAR02209	Revenues	CT & NNDR annual billing files	Non sensitive personal	Permanent
IAR02210	Revenues	Business Rates A/c and property Information	Non sensitive personal	6 years from record creation
IAR02211	Revenues	Business Rates owner information.	Non sensitive personal	6 years from record end.
IAR02212	Revenues	Business Rates exemptions/reductions & discounts information	Sensitive Personal	6 years from record creation
IAR02213	Revenues	Business Rates Bank Details	Sensitive Personal	Updated as required or 6 years from account closure
IAR02214	Revenues	Sundry Income Debtor Details	Non sensitive personal	6 years from record creation
IAR02215	Revenues	Bacs report (electronic)	Sensitive Personal	6 years from record creation
IAR02216	Revenues	iMail / PSL outgoing correspondence	Sensitive Personal	Permanent
IAR02217	Revenues	Civica General Filing	Sensitive Personal	Permanent