

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Indicative Protective Marking	Notes	Secondary Reference
PK1 Car Parks								
PK1.1 Council Car Parks								
PK1.1.1	Development, implementation and management of car parks which are owned and run by the local authority		Retain from year records created for 5 years	SECURE DISPOSAL	N	NOT PROTECTIVELY MARKED		
PK1.1.2	List of locations and tariffs of car parks owned and run by the local authority	Off Street Parking Order	Retain from year records created for 1 year	Offer to Archives	N	NOT PROTECTIVELY MARKED		
PK1.2 Speciality Parking								
PK1.2.1	Provision of disabled parking bays	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years	SECURE DISPOSAL	N	NOT PROTECTIVELY MARKED		
PK1.2.2	Provision of parking areas for heavy goods vehicles	Traffic Management Act 2004 On-Street Parking Orders	Retain from year records created for 6 years	Offer to Archives	N	NOT PROTECTIVELY MARKED	Held as required for adjudication cases.	
PK2 Parking Enforcement								
PK2.1 Parking Permits								
PK2.1.1	Management of parking permit schemes for residents who keep and use a car, van or motorcycle on a full time basis within a controlled parking zone	Limitation Act 1980 (Section 2)	Retain from date permit expires for 6 years	SECURE DISPOSAL	Y	OFFICIAL		
PK2.1.2	Management of parking permits for disabled people		Retain from date of application for 6 months	SECURE DISPOSAL	Y	OFFICIAL		
PK2.2 Parking Regulations								
PK2.2.1	Determination of parking regulations on council property	Limitation Act 1980 (Section 2) Off-Street Parking Orders	Retain from year records created for 6 years	Offer to Archives	N	NOT PROTECTIVELY MARKED		
PK2.2.2	Enforcement of above regulations	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years	SECURE DISPOSAL	N	NOT PROTECTIVELY MARKED		
PK2.2.3	Street parking regulations; enforcement within the local authority area	Limitation Act 1980 (Section 2) Traffic Management Act 2004	Retain from year records created for 6 years	Offer to Archives	N	NOT PROTECTIVELY MARKED	Held as required for adjudication cases.	
PK2.3 Parking Monitoring/Enforcement								

PK2.3.1	The creation, implementation and monitoring of controlled parking schemes	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years	SECURE DISPOSAL	Y	OFFICIAL			
PK2.4 Penalty Charge Notices/Enforcement									
PK2.4.1	Penalty Charge Notice	Limitation Act 1980 (Section 2) Traffic Management Act 2004	Retain from year records created for 6 years	SECURE DISPOSAL	Y	OFFICIAL			
PK2.4.2	Record of receipts	Limitation Act 1980 (Section 2) Traffic Management Act 2004	Retain from year records created for 6 years	SECURE DISPOSAL	Y	OFFICIAL			
PK2.4.3	Record of evidence	Limitation Act 1980 (Section 2) Traffic Management Act 2004	Retain from year records created for 6 years	SECURE DISPOSAL	Y	OFFICIAL			
PK2.4.4	Notice to Owner	Limitation Act 1980 (Section 2) Traffic Management Act 2004	Retain from year records created for 6 years	SECURE DISPOSAL	Y	OFFICIAL			
PK2.4.5	Charge Certificate	Limitation Act 1980 (Section 2) Traffic Management Act 2004	Retain from year records created for 6 years	SECURE DISPOSAL	Y	OFFICIAL			
PK2.4.6	Order for Recovery	Limitation Act 1980 (Section 2) Traffic Management Act 2004	Retain from year records created for 6 years	SECURE DISPOSAL	Y	OFFICIAL			
PK2.4.7	Warrant of Execution	Limitation Act 1980 (Section 2) Traffic Management Act 2004	Retain from year records created for 6 years	SECURE DISPOSAL	Y	OFFICIAL			
PK2.4.8	Enforcement Agents Records	Limitation Act 1980 (Section 2) Traffic Management Act 2004	Retain from year records created for 6 years	SECURE DISPOSAL	Y	OFFICIAL			
PK2.4.9	Driver & Vehicle Licensing Agency	Limitation Act 1980 (Section 2) Traffic Management Act 2004	Retain from year records created for 6 years	SECURE DISPOSAL	Y	OFFICIAL			
PK3	Service Delivery Consultation						CM3.1		

Y OFFICIAL
N OFFICIAL - SENSITIVE
NOT PROTECTIVELY MARKED