

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Indicative Protective Marking	Notes	Secondary Reference
<b>CJ1</b>	<b>Community Strategy</b>							
CJ1.1	Community Strategy Development	Local Government Act 1972 (Section 100c)	Retain from date strategy expires for 4 years.	Offer to Archives	N	NOT PROTECTIVELY MARKED		
<b>CJ2</b>	<b>Prevention Strategy</b>							
<b>CJ2.1</b>	<b>Town Centre Crime Prevention</b>							
CJ2.1.1	Records relating to the prevention of crime in town centres	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years.	Offer to Archives	N	NOT PROTECTIVELY MARKED		
<b>CJ2.2</b>	<b>Vandalism Prevention</b>							
CJ2.2.1	All records relating to the implementation of measures aimed at preventing vandalism	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years.	Offer to Archives	N	NOT PROTECTIVELY MARKED		OP1.1.2
<b>CJ3</b>	<b>CCTV Operation</b>							
<b>CJ3.1</b>	<b>CCTV Documentation</b>							
CJ3.1.1	CCTV Code of Practice	Data Protection Act 2003	Retain from expiration of policy for 6 years	Offer to Archives	N	NOT PROTECTIVELY MARKED		
	CCTV Procedural Manual	Data Protection Act 2003	Retain from expiration of policy for 6 years	Offer to Archives	N	NOT PROTECTIVELY MARKED		
<b>CJ3.2</b>	<b>Town Centre CCTV</b>							

CJ3.2.1	Town Centre CCTV Management	CCTV Code of Practice (Section 8.3)	Retain from date of filming for 31 days.	Offer to Archives	N	NOT PROTECTIVELY MARKED		
<b>CJ3.3 CCTV Evidence</b>								
CJ3.3.1	CCTV Evidence-Digital evidence	Limitation Act 1980 (Section 2)	Retain from last action for 6 years.	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE		
<b>CJ3.2</b>	Privacy Impact Assessment	Limitation Act 1980 (Section 2)	Retain from last action for 6 years	Offer to Archives	N	OFFICIAL		
<b>CJ4 Enforcement</b>								
<b>CJ4.1 Enforcement Orders</b>								
CJ4.1.1	Public Place Protection Order	asb, Crime and Policing Act 2014	Retain from date order expires for 6 years.	Offer to Archives	N	NOT PROTECTIVELY MARKED		
CJ4.1.2	Criminal Behaviour Order	asb, Crime and Policing Act 2014	Retain from date order made for 6 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE		
CJ4.1.3	CPWN +CPN's	asb, Crime and Policing Act 2014	Retain from date order made for 6 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE		
<b>CJ4.2 Fly Tipping</b>								
CJ4.2.1	Enforcement action taken against fly tippers and removal of waste	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years.	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE		
<b>CJ5 Administration</b>								
<b>CJ5.1 Administrative Procedures</b>								
CJ5.1.1	Administrative procedures( CIAG and T&CG)	Limitation Act 1980 (Section 2)	Retain from year records made for 6 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE		
<b>CJ6</b>	<b>Service Delivery Consultation</b>							<b>CM3.1</b>





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N OFFICIAL - SENSITIVE  
NOT PROTECTIVELY MARKED