

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Indicative Protective Marking	Notes	Secondary Reference
EH1	Licensing, Registration and Permits							
EH1.1	Business/Trade							
EH1.1.1	Local Gov (Misc. Provisions) Act 1982	Local Gov (Miscellaneous Provisions) Act 1982	Registrations are not renewed and do not have an expiry date. Details to be retained for 6 years after until premises/practitioner is no longer trading.	SECURE DISPOSAL	Y	OFFICIAL		
EH1.1.2	Sex establishment licence	Local Government (Miscellaneous Provisions) Act 1982	Retain from date licence expires for 6 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE		
EH1.1.3	Street trading licence	Local Government (Miscellaneous Provisions) Act 1982	Retain from date licence expires for 6 years	SECURE DISPOSAL	Y	OFFICIAL		
EH1.1.4	Special treatment registrations including tattooing, semi-permanent skin colouring, skin piercing and electrolysis	Local Government (Miscellaneous Provisions) Act 1982	Registrations are not renewed and do not have an expiry date. Details to be retained for 6 years after until premises/practitioner is no longer trading.	SECURE DISPOSAL	Y	OFFICIAL		

EH1.1.5	Street collection licence	Police, Factories etc. (Miscellaneous Provisions) Act 1916	Retain from date licence expires for 6 years	SECURE DISPOSAL	Y	OFFICIAL		
EH1.1.6	Cooling tower registration	Notification of Cooling Towers and Evaporative Condensers Regulations 1992	Retain from date registration expires for 6 years	SECURE DISPOSAL	N	OFFICIAL		
EH1.1.7	Motor salvage operator registration	Limitation Act 1980 (Section 2)	Retain from date registration expires for 6 years	SECURE DISPOSAL	N			
EH1.1.8	Scrap metal site registration	Scrap Metal Dealers Act 2012	Retain from date licence expires for 6 years	SECURE DISPOSAL	Y	OFFICIAL		
EH1.2 Food Premises								
EH1.2.1	Food business registration	Food Safety Act 1990, Food Safety & Hygiene (England) Regs 2013, Regulation (EC) 853/2004	Retain from date registration expires for 6 years	SECURE DISPOSAL	Y	OFFICIAL		
EH1.2.2	Food premises approval	Hygiene (EC) 853/2004	Retain from date registration expires for 6 years	SECURE DISPOSAL	N	OFFICIAL		
EH1.2.3	Late night refreshment licence	Licensing Act 2003	Retain from date licence is revoked or surrendered for 6 years	SECURE DISPOSAL	Y	OFFICIAL		
EH1.2.4	Street café licence	Limitation Act 1980 (Section 2)	Retain from date licence expires for 6 years	SECURE DISPOSAL	N	OFFICIAL		
EH1.3 Vehicle								

EH1.3.1	Hackney carriage driver's licence	Town Police Clauses Act 1847, Local Government (Miscellaneous Provisions) Act 1976	Retain from date licence expires for 6 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE		
EH1.3.2	Hackney carriage licence	Town Police Clauses Act 1847, Local Government (Miscellaneous Provisions) Act 1976	Retain from date licence expires for 6 years	SECURE DISPOSAL	Y	OFFICIAL		
EH1.3.3	Private hire driver's licence	Local Government (Miscellaneous Provisions) Act 1976	Retain from date licence expires for 6 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE		
EH1.3.4	Private hire operator's licence	Local Government (Miscellaneous Provisions) Act 1976	Retain from date licence expires for 6 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE		
EH1.3.5	Private hire vehicle licence	Local Government (Miscellaneous Provisions) Act 1976	Retain from date licence expires for 6 years	SECURE DISPOSAL	Y	OFFICIAL		
EH1.3.6	Taxi fare setting	Town Police Clauses Act 1847, Local Government (Miscellaneous Provisions) Act 1976	Retain from year records created for 6 years	SECURE DISPOSAL	N	OFFICIAL		

EH1.3.7	Taxi ranks	Town Police Clauses Act 1847, Local Government (Miscellaneous Provisions) Act 1976	Retain from date use of taxi rank ends for 6 years	SECURE DISPOSAL	N	OFFICIAL		
EH1.4 Entertainment								
EH1.4.1	Personal licence (alcohol)	Licensing Act 2003	Retain from date licence is revoked or surrendered for 6 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE		
EH1.4.2	Premises licence (alcohol and entertainment)	Licensing Act 2003	Retain from date licence is revoked or surrendered for 6 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE		
EH1.4.3	Club gaming permit	Gambling Act 2005	Retain from date licence expires for 6 years	SECURE DISPOSAL	Y	OFFICIAL		
EH1.4.4	Club machine permit	Gambling Act 2005	Retain from date licence expires for 6 years	SECURE DISPOSAL	Y	OFFICIAL		
EH1.4.5	Family entertainment centre gaming machine permits	Gambling Act 2005	Retain from date licence expires for 6 years	SECURE DISPOSAL	Y	OFFICIAL		
EH1.4.6	licenced premises gaming machine permit	Gambling Act 2005	Retain from date licence expires for 6 years	SECURE DISPOSAL	Y	OFFICIAL		
EH1.4.7	Prize gaming permit	Gambling Act 2005	Retain from date licence expires for 6 years	SECURE DISPOSAL	Y	OFFICIAL		
EH1.4.8	Gambling premises licence	Gambling Act 2005	Retain from date licence is revoked or surrendered for 6 years	SECURE DISPOSAL	Y	OFFICIAL		

EH1.4.9	Gambling premises temporary use notices	Gambling Act 2005	Retain from date licence expires for 6 years	SECURE DISPOSAL	Y	OFFICIAL		
EH1.4.10	Lottery licence	Gambling Act 2005	Retain from date licence expires for 6 years	SECURE DISPOSAL	Y	OFFICIAL		
EH1.5 Animal								
EH1.5.1	Dangerous wild animals licence	Dangerous Wild Animals Act 1976	Retain from date licence expires for 6 years	SECURE DISPOSAL	Y	OFFICIAL		
EH1.5.2	Boarding animals licence	Animal Boarding Establishments Act 1963	Retain from date licence expires for 6 years	SECURE DISPOSAL	Y	OFFICIAL		
EH1.5.3	Dog breeding licence	Breeding and Sale of Dogs (Welfare) Act 1999 and associated regs	Retain from date licence expires for 6 years	SECURE DISPOSAL	Y	OFFICIAL		
EH1.5.4	Pet shop licence	Pet Animals Act 1952	Retain from date licence expires for 6 years	SECURE DISPOSAL	Y	OFFICIAL		
EH1.5.5	Riding establishment licence	Riding Establishments Act 1964 and 1970	Retain from date licence expires for 6 years	SECURE DISPOSAL	Y	OFFICIAL		
EH1.5.6	Zoo licence	Zoo Licensing Act 1981	Retain from date licence expires for 6 years	SECURE DISPOSAL	Y	OFFICIAL		
EH1.6 Events								
EH1.6.1	Temporary event notice	Licensing Act 2003	Retain from date of event for 6 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE		
EH1.7 Domestic								
EH1.7.1	Houses in multiple occupation licence	Housing Act 2004 Limitation Act 1980 (Section 2)	Retain from date licence expires for 6 years	SECURE DISPOSAL	Y	OFFICIAL		

EH1.7.2	Caravan site licence	The Caravan Sites and Control of Development Act 1960 Limitation Act 1980 (Section 2)	If licence expires, retain from date licence expires for 6 years. In case of no expiration, keep indefinitely.	SECURE DISPOSAL	Y	OFFICIAL		
EH1.7.3	House to house collection licence	House to House Collections Act 1939	Retain from date licence expires for 6 years	SECURE DISPOSAL	Y	OFFICIAL		
EH2 Regulation of Industrial Premises								
EH2.1 Part A2 and Part B Installations								
EH2.1.1	Regulation of dry cleaning premises holding an environmental permit	Environmental permitting general guidance manual on policy and procedures for A2 and B installations	Retain records held on public register from cease of installation permissions for 3 months. Other records to be held indefinitely.	SECURE DISPOSAL	Y	OFFICIAL		
EH2.1.2	Regulation of petrol filling stations holding an environmental permit for unloading of petrol	Environmental permitting general guidance manual on policy and procedures for A2 and B installations	Retain records held on public register from cease of installation permissions for 3 months. Other records to be held indefinitely.	SECURE DISPOSAL	Y	OFFICIAL		

EH2.1.3	Regulation of cement batching works holding an environmental permit	Environmental permitting general guidance manual on policy and procedures for A2 and B installations	Retain records held on public register from cease of installation permissions for 3 months. Other records to be held indefinitely.	SECURE DISPOSAL	Y	OFFICIAL		
EH2.1.4	Regulation of other types of industrial premises holding an environmental permit	Environmental permitting general guidance manual on policy and procedures for A2 and B installations	Retain records held on public register from cease of installation permissions for 3 months. Other records to be held indefinitely.	SECURE DISPOSAL	Y	OFFICIAL		
EH2.1.5	Regulation of mobile plant holding an environmental permit e.g. mobile concrete crushers	Environmental permitting general guidance manual on policy and procedures for A2 and B installations	Retain records held on public register from cease of installation permissions for 3 months. Other records to be held indefinitely.	SECURE DISPOSAL	Y	OFFICIAL		
EH3	Health & Safety at Work							
EH3.1	Health and Safety							
EH3.1.1	Provision of work health and safety advice	Health and Safety at Work etc Act 1974 and associated regulations.	Retain from life of check for 7 years in line with the Health and Safety Executive's guidance	SECURE DISPOSAL	Y	OFFICIAL		

EH3.1.2	Asbestos removal notifications	Control of Asbestos Regulations 2012	Review 7 years after investigation is closed and deleting data were appropriate.	SECURE DISPOSAL	N	OFFICIAL		
EH3.2 Health & Safety Enforcement								
EH3.2.1	Checks including inspections and revisits on local businesses to ensure safe and healthy working conditions are provided for all staff	Health and Safety at Work etc Act 1974 and associated regulations	Retain from life of check for 7 years in line with the Health and Safety Executive's guidance	SECURE DISPOSAL	Y	OFFICIAL		
EH3.2.2	Health & Safety Prosecutions Register	Health and Safety at Work etc Act 1974 and associated regulations	Retain from year records created for 9 years in line with the Health and Safety Executive's policy	SECURE DISPOSAL	Y	OFFICIAL		
EH4 Food Safety & Infection Control								
EH4.1 Advice								
EH4.1.1	Food safety advice	Food Safety Act 1990, Food Safety & Hygiene (England) Regs 2013, Regulation (EC) 852/2004	Retain from year records created for 6 years	SECURE DISPOSAL	Y	OFFICIAL		
EH4.2 Investigation & Enforcement								

EH4.2.1	Food safety inspections	Food Safety Act 1990, Food Safety & Hygiene (England) Regs 2013, Regulation (EC) 852/2004 and Regulation (EC) 853/2004	Retain from year records created for 6 years	SECURE DISPOSAL	Y	OFFICIAL		
EH4.2.2	Investigation of food poisoning and contamination incidents	Food Safety Act 1990, Food Safety & Hygiene (England) Regs 2013, Regulation (EC) 852/2004	Retain from date investigation concluded for 6 years	SECURE DISPOSAL	Y	OFFICIAL		
EH4.2.3	Food safety enforcement actions	Food Safety Act 1990, Food Safety & Hygiene (England) Regs 2013, Regulation (EC) 852/2004	Retain from date enforcement action completed for 6 years	SECURE DISPOSAL	Y	OFFICIAL		
EH4.2.4	Investigation of infectious diseases	Health Protection (Notification) Regulations 2010	Interim guidance from Public Health England is to review after 18 months and delete data as appropriate.	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE		
EH5	Pollution & Contamination							
EH5.1	Air Quality							

EH5.1.1	Air quality measurement to ensure it meets required standards		Permanent		N	OFFICIAL		
EH5.1.2	Air quality assessments in respect of planning applications	Limitation Act 1980 (Section 2)	Retain assessments from completion of development for 6 years. Other records held for life of development.	SECURE DISPOSAL	Y	OFFICIAL		
EH5.1.3	Clean Air Act enforcement - smoke control zones and dark smoke complaints	Limitation Act 1980 (Section 2)	Retain from date of any enforcement action for 6 years	SECURE DISPOSAL	Y	OFFICIAL		
EH5.1.4	Assessment of commercial cooking odours and of design of kitchen extraction and ventilation plan in respect of planning applications		Retain until plant removed from premises.	SECURE DISPOSAL	Y	OFFICIAL		
EH5.1.5	AirAlert - air pollution alert scheme		Permanent	SECURE DISPOSAL	Y	OFFICIAL	Personal data will only be held until end of subscription	
EH5.2	Contaminated Land							
EH5.2.1	Maintenance of a register of contaminated land	Part 2A of Environmental Protection Act 1990	Permanent		N	OFFICIAL		

EH5.2.2	Investigation of potential Contaminated Land sites under Part 2A of Environmental Protection Act 1990	Part 2A of Environmental Protection Act 1990	Information about land condition to be retained permanently Tender documentation 6 years from end of investigation Mobilisation records 2 years Correspondence 2 years	SECURE DISPOSAL	Y	OFFICIAL		
EH5.2.3	Land contamination assessment in respect of planning applications	Part 2A of Environmental Protection Act 1990	Information about land condition to be retained permanently Other information to be retained for 6 years from completion of development	SECURE DISPOSAL	Y	OFFICIAL		
EH5.3	Pollution Incidents							
EH5.3.1	Reports and investigation of alleged and substantiated pollution incidents to land, air and water	Limitation Act 1980 (Section 2)	Information about land condition to be retained permanently. Other information to be retained for 6 years from end of incident.	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE		
EH6	Water Supply							
EH6.1	Private Water Supply							
EH6.1.1	Private water supply analysis	Limitation Act 1980 (Section 2)	Retain from date of analysis for 6 years	SECURE DISPOSAL	N	OFFICIAL		
EH7	Animal Welfare/Control							

EH7.1 Animal Welfare								
EH7.1.1	Welfare scheme administration (could include enforcement action)	Limitation Act 1980 (Section 2)	Retain from date of enforcement of expiry of licence for 6 years	SECURE DISPOSAL	N	OFFICIAL		
EH7.2 Enforcement								
EH7.2.1	Animal inspections	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years	SECURE DISPOSAL	Y	OFFICIAL		
EH7.2.3	Collection and detention of stray animals	Environmental Protection Act 1990 Section 149 and 150. The Environmental Protection (Stray Dogs) regulations 1992	Retain for six years from date of closing.	SECURE DISPOSAL	Y	OFFICIAL		
EH7.2.4	Pest control services	Limitation Act 1980 (Section 2)	Retain from year record created for 6 years	SECURE DISPOSAL	Y	OFFICIAL		
EH8 Funding & Provisions								
EH8.2 Funding								
EH8.2.1	Warmer Homes Fund (Central Heating Programme & Warm Front Programme)	HMRC - Compliance Handbook Manual CH15400	Retain from date of last payment of grant for 6 years	SECURE DISPOSAL	Y	OFFICIAL		
EH8.3 Housing Provisions								

EH8.3.1	Provision of temporary accomadation whilst major works are being carried out	Limitation Act 1980 (Section 2)	Retain from end of tenancy for 6 months	SECURE DISPOSAL	Y	OFFICIAL		HO2.3.1
EH9 Environmental Health Contact								
EH9.1 Accident Investigation								
EH9.1.3	Reporting of accidents which fall under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013	Reviewed after 7 years after investigation is closed. Where appropriate data is securely disposed of.	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE		
EH9.2 Out of Hours Emergencies								
EH9.2.1	Environmental Health out of hours emergencies records	Limitation Act 1980 (Section 2)	Retain from year record created for 6 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE		
EH10 Enforcement & Controls								
EH10.1 Smoking Control								
EH10.1.1	Enforcement of the smoke-free legislation	Health Act 2006, The Smokefree (Premises and Enforcement) Regulations 2006	Retain from date of any enforcement action for 6 years	SECURE DISPOSAL	Y	OFFICIAL		
EH10.2 Vehicle Control								

EH10.2.1	Enforcement of powers to deal with idling vehicles	Road traffic (vehicleemissions) (fix penalty)(England) Regulations 2002	Retain from date of any enforcement action for 6 years	SECURE DISPOSAL	Y	OFFICIAL		
EH10.3 Nuisances								
EH10.3.1	Monitoring and enforcement of justified complaint of non-statutory nuisance (including noise, odour, dust, insects and light)	Environmental Protection Act 1990 Limitation Act 1980 (Section 2)	Retain from end of investigation for 6 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE		
EH10.3.2	Monitoring and enforcement of justified complaint of statutory nuisance (including noise, odour, dust, insects and light)	Environmental Protection Act 1990 Limitation Act 1980 (Section 2)	Indefinite, unless revoked, then from end of action taken for 6 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE		
EH10.4 Public Health								
EH10.4.1	Investigations into filthy or verminous premises or persons or articles; drainage problems; pest infestations	Public Health Act 1936 (as amended); Building Act 1984 and Prevention of Damage by Pests Act 1949 Limitation Act 1980 (Section 2)	Retain from end of investigation/action for 6 years.	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE		
EH10.5 Housing								

EH10.5.1	Complaints in relation to housing conditions including overcrowding in single family homes and houses in multiple occupation, and proactive action in relation to houses in multiple occupation	Housing Act 2004 and 1985 Limitation Act 1980 (Section 2)	Retain from end of investigation/action or from when statutory notice or order expires for 6 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE		
EH10.5.2	Immigration inspections	Immigration Act 2014	Retain from end of action for 6 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE		
EH10.5.3	Derelict premises	The Local Government (Miscellaneous Provisions) Act 1982 Limitation Act 1980 (Section 2)	Retain from end of investigation/completion of works for 6 years	SECURE DISPOSAL	Y	OFFICIAL		
EH10.4	Environmental Information Regulations							
EH10.4.1	Management of requests for information under the Environmental Information Regulations	Environmental Information Regulations 2004	Permanent		Y	OFFICIAL		

EH10.4.2	Policies and procedures developed for managing requests for information under the Environmental Information Regulations	Environmental Information Regulations 2005	Retain from date policy expires for 3 years	SECURE DISPOSAL	N	OFFICIAL		
EH11 Service Delivery Consultation								CM3.1