

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Indicative Protective Marking	Notes	Secondary Reference
<b>LC1</b>	<b>Land Charges</b>							
<b>LC1.1</b>	<b>Land Charges</b>							
LC1.1.1	Land charge searches – LLC, Con29 & Con 29O,	Local Land Charges Act 1975	Permanent		Y	OFFICIAL		
LC1.1.2	Land Charges Register	Local Land Charges Act 1975	Permanent		Y	OFFICIAL	Expected to be a dynamic document, constantly updating	
LC1.1.3	Copies of Legal Agreements registered on the Land Charges Register (e.g. S106a, TPO, EH Notices, SCC Legal Agreements)	Local Land Charges Act 1975	Permanent		Y	OFFICIAL	Process in place at present time to transfer all the Paper copies of legal agreements onto EDRMS and then paper copies can be destroyed.	
LC1.1.4	PAYENET Receipts - Paper copy	Local Land Charges Act 1975	Retain from record creation for 60 days	SECURE DISPOSAL	Y	OFFICIAL		
LC1.1.6	PAYENET Receipts - Electronic copy	Local Land Charges Act 1975	Permanent		Y	OFFICIAL		
LC1.1.10	Cheque Deposit Receipts		Retain from year record created for 6 years	SECURE DISPOSAL	Y	OFFICIAL		
LC1.1.5	Register payments for search to Local Land Charges	Local Land Charges Act 1975	Retain from record creation for 60 days	SECURE DISPOSAL	Y	OFFICIAL		
LC1.1.7	Register payments for search to Local Land Charges	Local Land Charges Act 1975	Permanent		Y	OFFICIAL		

LC1.1.8	Personal Search Spreadsheet - Electronic	Local Land Charges Act 1975	Permanent		Y	OFFICIAL		
LC1.1.9	Personal Search Spreadsheet - Paper	Local Land Charges Act 1975	Retain from record creation for 60 days	SECURE DISPOSAL	Y	OFFICIAL		
<b>LC2</b>	<b>Service Delivery Consultation</b>						<b>CM3.1</b>	

Y OFFICIAL  
N OFFICIAL - SENSITIVE  
NOT PROTECTIVELY MARKED