

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Indicative Protective Marking	Notes	Secondary Reference
<b>ST1 Sustainability Process</b>								
<b>ST1.1 Strategy</b>								
ST1.1.1	The development and implementation of the Sustainable Strategy		Retain from date policy superseded for 10 years	Offer to Archives	N	OFFICIAL		
ST1.1.2	The Energy & Water Efficiency Policy		Retain from date policy superseded for 10 years	Offer to Archives	N	OFFICIAL		
<b>ST1.2 Advice</b>								
ST1.2.1	The provision of advice on the protection and enhancement of the local rural environment and wildlife		Retain from year records created for 3 years	SECURE DISPOSAL	N	OFFICIAL		
ST1.2.2	The provision of advice regarding recycling and waste		Retain from year records created for 1 year	SECURE DISPOSAL	N	OFFICIAL		
<b>ST1.3 Grants</b>								
ST1.3.1	The provision of grants for developing areas of the countryside for public use and education	HMRC - Compliance Handbook Manual CH15400	Retain from date of last payment on grant for 6 years	Offer to Archives	N	OFFICIAL		
<b>ST2 Waste Management</b>								

<b>ST2.1 Area Waste Strategy</b>								
ST2.1.1	Development, implementation and monitoring of Waste Initiatives within the Sustainable Strategy		Retain from year records created for 6 years	Offer to Archives	N	OFFICIAL		
ST2.1.2	Waste reduction programmes		Retain from year records created for 6 years	Offer to Archives	N	OFFICIAL		
ST2.1.3	The monitoring and enforcement of household waste accumulation	Limitation Act 1980 (Section 2)	Retain from the date of resolution of any enforcement action for 6 years	Offer to Archives	N	OFFICIAL		OP1.4.5
ST2.1.4	Household waste enforcement	Limitation Act 1980 (Section 2)	Retain from the date of resolution of any enforcement action for 6 years	Offer to Archives	Y	OFFICIAL		OP1.4.6
<b>ST2.2 Recycling Strategy</b>								
ST2.2.1	The provision of recycling bags and		Retain from year records created for	SECURE DISPOSAL	N	OFFICIAL		
ST2.2.2	The provision and management of recycling collection sites	Limitation Act 1980 (Section 2)	Retain from date uses of site ceases for 6 years	Offer to Archives	N	OFFICIAL		
ST2.2.3	Residential recycling collections	Environmental Protection Act 1980	Retain from year records created for 3 years	Offer to Archives	N	OFFICIAL		OP1.4.8
<b>ST2.3 Food Waste Strategy</b>								
ST2.3.1	Food waste recycling schemes	Limitation Act 1980 (Section 2)	Retain from date scheme ends for 6 years	Offer to Archives	Y	OFFICIAL		

<b>ST3 Management &amp; Events</b>								
<b>ST3.1 Management Schemes</b>								
ST3.1.1	The management of local nature reserves by the council	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years	Offer to Archives	N	OFFICIAL		
ST3.1.2	The management of common land and village greens		Permanent	Offer to Archives	N	OFFICIAL		
ST3.1.3	The management of sites of special scientific interest	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years	Offer to Archives	N	OFFICIAL		
ST3.1.4	The provision and management of public toilets	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years	Offer to Archives	N	OFFICIAL		
<b>ST3.2 Events Management</b>								
ST3.2.1	Countryside events		Retain from year records created for 1 year	SECURE DISPOSAL	N	OFFICIAL		
ST3.2.2	Organisation and management of outdoor events	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years	SECURE DISPOSAL	N	OFFICIAL		
ST3.2.3	The provision of exhibitions in public buildings or open spaces		Retain from year records created for 3 years	SECURE DISPOSAL	N	OFFICIAL		
<b>ST4 Flood Resilience</b>								
<b>ST4.1 Strategy &amp; Plans</b>								
ST4.1.1	The Multi-agency Flood Plan	Flood and Water Management Act 2010	Until the next review	Offer to Archives	Y	OFFICIAL - SENSITIVE		

ST4.1.2	The Draft Sandbag Policy				N	OFFICIAL	In draft so retention to be determined	
<b>ST4.2</b>	<b>Community schemes</b>							
ST4.2.1	Community flood plans		Retain for 3 years from last update	SECURE DISPOSAL	Y	OFFICIAL		
<b>ST5</b>	<b>Service Delivery Consultation</b>							<b>CM3.1</b>

Y OFFICIAL  
N OFFICIAL - SENSITIVE  
NOT PROTECTIVELY MARKED