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/practitio ner is no longer trading.	SECURE DISPOSAL	Υ	OFFICIAL		
EH1.1.2	Sex establishment licence	Local Government (Miscellaneous Provisions) Act 1982	Retain from date licence expires for 6 years	SECURE DISPOSAL	Υ	OFFICIAL - SENSITIVE		
EH1.1.3	Street trading licence	Local Government (Miscellaneous Provisions) Act 1982	Retain from date licence expires for 6 years	SECURE DISPOSAL	Υ	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/practitio ner is no longer trading.	SECURE DISPOSAL	Υ	OFFICIAL		

EH1.1.5	Street collection licence	Police, Factories etc. (Miscellaneous Provisions) Act 1916	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	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	Υ	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	Υ	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	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	Υ	OFFICIAL	

EH1.4.9	Gambling premises temporary use notices	Gambling Act 2005	Retain from date licence expires for 6 years	SECURE DISPOSAL	Υ	OFFICIAL	
EH1.4.10	Lottery licence		Retain from date licence expires for 6 years	SECURE DISPOSAL	Y	OFFICIAL	
EH1.5	Animal						
EH1.5.1	Dangerous wild animals licence	Animals Act 1976	Retain from date licence expires for 6 years	SECURE DISPOSAL	Y	OFFICIAL	
EH1.5.2	Boarding animals licence	Animal Boarding Establishments	Retain from date	SECURE DISPOSAL	Y	OFFICIAL	
EH1.5.3	Dog breeding licence	Breeding and Sale of Dogs	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	Establishments	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)		SECURE DISPOSAL	Y	OFFICIAL	

EH1.7.2	Caravan site licence	Sites and Control of Development Act 1960 Limitation Act	If licence exipires, retain from date licence expires for 6 years. In case of no expiration, keep indefinitely.	SECURE DISPOSAL	Υ	OFFICIAL	
EH1.7.3	House to house collection licence	Collections Act	Retain from date licence expires for 6 years	SECURE DISPOSAL	Υ	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	permitting general guidance manual on policy and procedures for A2 and B installations	register from cease of	SECURE DISPOSAL	Υ	OFFICIAL	
EH2.1.2	Regulation of petrol filling stations holding an environmental permit for unloading of petrol	permitting general guidance manual on policy and procedures for A2 and B installations	register from cease of	SECURE DISPOSAL	Υ	OFFICIAL	

EH2.1.3	Regulation of cement batching works holding an environmental permit		register from cease of	SECURE DISPOSAL	Υ	OFFICIAL	
EH2.1.4	Regulation of other types of industrial premises holding an environmental permit		Retain records held on public register from cease of	SECURE DISPOSAL	Y	OFFICIAL	
EH2.1.5	Regulation of mobile plant holding an environmental permit e.g. mobile concrete crushers	permitting general guidance manual	Retain records held on public register from cease of	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	Υ	OFFICIAL	

EH3.1.2	Asbestos removal	Control of	Review 7 years	SECURE	ĪN	OFFICIAL	
L110.1.2	notifications	Asbestos	after investigation	DISPOSAL		OTTIOIAL	
	notineations		is closed and	DIOI OOAL			
		Trogulations 2012	deleting data were				
			appropriate.				
EH3.2	Health & Safety		јарргорнате.				
L113.2	Enforcement						
EH3.2.1	Checks including	Health and Safety	Retain from life of	SECURE	Υ	OFFICIAL	
	inspections and	at Work etc Act	check for 7 years	DISPOSAL			
	revisits on local	1974 and	in line with the				
	businesses to	associated	Health and Safety				
	ensure safe and	regulations	Executive's				
	healthy working	rogulations	guidance				
	conditions are		garaarroo				
	provided for all staff						
EH3.2.2	Health & Safety	Health and Safety	Retain from vear	SECURE	Υ	OFFICIAL	
	Prosecutions	at Work etc Act	records created	DISPOSAL			
	Register	1974 and	for 9 years in line				
	I sage to	associated	with the Health				
		regulations	and Safety				
			Executive's policy				
EH4	Food Safety &						
	Infection Control						
EH4.1	Advice						
EH4.1.1	Food safety advice	Food Safety Act	Retain from year	SECURE	Υ	OFFICIAL	
		1990, Food	records created	DISPOSAL			
		Safety & Hygiene	for 6 years				
		(England) Regs					
		2013, Regulation					
		(EC) 852/2004					
EH4.2	Investigation &						
	Enforcement						

EH4.2.1	Food safety inspections	1990, Food	Retain from year records created for 6 years	SECURE DISPOSAL	Y	OFFICIAL	
EH4.2.2	Investigation of food poisoning and contamination incidents	1990, Food Safety & Hygiene	Retain from date investigation concluded for 6 years	SECURE DISPOSAL	Y	OFFICIAL	
EH4.2.3	Food safety enforcement actions	1990, Food Safety & Hygiene	Retain from date enforcement action completed for 6 years	SECURE DISPOSAL	Y	OFFICIAL	
EH4.2.4	Investigation of infectious dieases	(Notification)	Interim guidance from Public Health England is to review after 18 months and delete data as appropriate.	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	
EH5	Pollution &						
EH5.1	Contamination 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 subscriptio n
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	potential Contaminated Land	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	Υ	OFFICIAL	
EH5.2.3	Land contamination assessment in respect of planning applications	Part 2A of Environmental Protection Act 1990		SECURE DISPOSAL	Υ	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	Υ	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)	` ,	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	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	Υ	OFFICIAL	HO2.3.1
EH9	Environmental Health Contact						
EH9.1	Accident						
	Investigation						
EH9.1.3 EH9.2 EH9.2.1	Reporting of accidents which fall under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 Out of Hours Emergencies Environmental Health out of hours emergencies	Reporting of Injuries, Diseases and Dangerous Occurences Regulations 2013 Limitation Act 1980 (Section 2)	years after investigation is closed. Where appropriate data is securely disposed of.	SECURE DISPOSAL SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	
	records		·				
EH10	Enforcement &						
E1140.4	Controls						
EH10.1	Smoking Control	I	I=		l	I	
EH10.1.1	smoke-free legislation	Health Act 2006, The Smokefree (Premises and Enforcement) Regulations 2006		SECURE DISPOSAL	Υ	OFFICIAL	
EH10.2	Vehicle Control						

EH10.2.1	Enforcement of powers to deal with idling vehicles	(vehicleemissions		SECURE DISPOSAL	Υ	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)	years	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	Υ	OFFICIAL - SENSITIVE	
EH10.4	Public Health						
EH10.4.1	Investigations into filthy or verminous premises or persons or articles; drainage problems; pest infestations	1936 (as	Retain from end of investigation/action for 6 years.	SECURE DISPOSAL	Υ	OFFICIAL - SENSITIVE	
EH10.5	Housing						

EH10.5.1	Complaints in relation to housing conditions incluing overcrowding in single family homes and houses in multiple occupation, and proactive action in relation to houses in multiple occupation	and 1985 Limitation Act	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/comp letion of works for 6 years		Υ	OFFICIAL	
EH10.4	Environmental Information Regulations						
EH10.4.1	Management of requests for information under the Environmental Information Regulations	Environmental Information Regulations 2004	Permanent		Υ	OFFICIAL	

EH10.4.2	procedures	Information Regulations 2005	policy expires for 3	N	OFFICIAL	
EH11	Service Delivery Consultation					CM3.1