

| 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 | | |

[illegible]

| | | | | | | | | |
|---------|-----------------------------------|--|--|-----------------|---|----------------------|--|--|
| 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 | | | | | | | | |

[illegible]

| | | | | | | | | |
|--------------------------------|--|--|--|-----------------|---|----------|---|--|
| 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 | | |

| | | | | | | | | |
|--------------|--|--|--|-----------------|---|----------|--|--|
| 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 | | | | | | | | |

[illegible]

| | | | | | | | | |
|---------------|---|---|--|-----------------|---|----------------------|--|--|
| 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 | | | | | | |