

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Indicative Protective Marking	Notes	Secondary Reference
BC1	Building Control Process							
BC1.1	Building Applications							
BC1.1.1	All records relating to the process of approving Building Regulations applications in relation to listed or other significant buildings		Permanent		N	OFFICIAL		
BC1.1.2	All records relating to the process of approving Building Regulation applications in relation to all other buildings (excluding listed or significant buildings)	Building Control Performance Standards 2006	Retain from year works are completed for 15 years.	SECURE DISPOSAL	N	OFFICIAL		
BC1.2	Building Inspection							
BC1.2.1	All records relating to the process of inspecting building work for the purpose of ensuring compliance	Building Control Performance Standards 2006	Retain for 10 years from date of issue of completion certificate.	SECURE DISPOSAL	N	OFFICIAL		
BC2	Building Control Enforcement							
BC2.1	Building Control Regulations							

BC2.1.1	Building Control Regulations Enforcement Action	Building Control Performance Standards 2006	Retain for 6 years from date of resolution of enforcement action.	SECURE DISPOSAL	N	OFFICIAL		
BC2.2 Building Control Register								
BC2.2.1	Building Control Register - creation and management	Building Control Performance Standards 2006	Permanent		N	OFFICIAL		
BC3 Demolition								
BC3.1 Demolition Control								
BC3.1.1	All records relating to Demolition Control	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years.	SECURE DISPOSAL	N	OFFICIAL		
BC3.2 Demolition Enforcement								
BC3.2.1	Demolition Enforcement	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years.	SECURE DISPOSAL	N	OFFICIAL		
BC4 Building Control Safety								
BC4.1 Dangerous Structures								
BC4.1.1	Management of dangerous structures		Retain from year records created for 6 years.	SECURE DISPOSAL	N	OFFICIAL		
BC5 Street Name and Numbering								
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BC5.1.1	Records relating to the naming and numbering of streets.		Permanent		N	OFFICIAL		
BC6 Service Delivery Consultation							CM3.1	

[illegible]

[illegible]

Y	OFFICIAL
N	OFFICIAL - SENSITIVE
	NOT PROTECTIVELY MARKED