Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Indicative Protective Marking	Notes	Secondary Reference
CD1	Community							
25.4	Development							
CD1.1	Community Based Grants							
CD1.1.1	Community grants	Handbook Manual	Retain from date of last payment of grant for 6 years	SECURE DISPOSAL	Y	OFFICIAL		
CD1.1.2	Cultural grants	•	Retain from date of last payment of grant for 6 years	SECURE DISPOSAL	Y	OFFICIAL		
CD1.1.3	Grants for voluntary organistations	HMRC - Compliance Handbook Manual CH15402	Retain from date of last payment of grant for 6 years	SECURE DISPOSAL	N	OFFICIAL		
CD1.1.4	Sporting club grants	Handbook Manual	Retain from year records created for 6 years	SECURE DISPOSAL	Y	OFFICIAL		
CD1.1.5	Sports grants	HMRC - Compliance Handbook Manual	Retain from year records created for 6 years	SECURE DISPOSAL	Y	OFFICIAL		
CD2	Service Delivery Consultation							CM3.1

Y OFFICIAL

N OFFICIAL - SENSITIVE
NOT PROTECTIVELY MARKED