Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Indicative Protective Marking	Notes	Secondary Reference
CJ1	Community Strategy							
CJ1.1	Community Strategy Development	Local Government Act 1972 (Section 100c)	Retain from date strategy expires for 4 years.	Offer to Archives	N	NOT PROTECTIVELY MARKED		
CJ2	Prevention							
	Strategy							
CJ2.1	Town Centre Crime Prevention							
CJ2.1.1	Records relating to the prevention of crime in town centres	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years.	Offer to Archives	N	NOT PROTECTIVELY MARKED		
CJ2.2	Vandalism							
	Prevention							
CJ2.2.1	All records relating to the implementation of measures aimed at preventing vandalism	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years.	Offer to Archives	N	NOT PROTECTIVELY MARKED		OP1.1.2
CJ3	CCTV Operation							
CJ3.1	CCTV Documentation							
CJ3.1.1	CCTV Code of Practice	Data Protection Act 2003	Retain from expiration of policy for 6 years	Offer to Archives	N	NOT PROTECTIVELY MARKED		
	CCTV Procedural Manual	Data Protection Act 2003		Offer to Archives	N	NOT PROTECTIVELY MARKED		
CJ3.2	Town Centre CCTV							

CJ3.2.1	Town Centre CCTV	CCTV Code of	Retain from date of	Offer to Archives	N	NOT		
	Management	Practice (Section	filming for 31 days.			PROTECTIVELY		
		8.3)				MARKED		
CJ3.3	CCTV Evidence							
CJ3.3.1	CCTV Evidence-	Limitation Act 1980	Retain from last	SECURE	Υ	OFFICIAL -		
	Digital evidence	(Section 2)	action for 6 years.	DISPOSAL		SENSITIVE		
CJ3.2	Privacy Impact	Limitation Act 1980	Retain from last	Offer to Archives	N	OFFICIAL		
	Assessment	(Section 2)	action for 6 years					
CJ4	Enforcement							
CJ4.1	Enforcement							
	Orders							
CJ4.1.1	Public Place	asb, Crime and	Retain from date	Offer to Archives	N	NOT		
	Protection Order	Policing Act 2014	order expires for 6			PROTECTIVELY		
			years.			MARKED		
CJ4.1.2	Criminal Behaviour	asb, Crime and	Retain from date	SECURE	Υ	OFFICIAL -		
	Order	Policing Act 2014	order made for 6 years	DISPOSAL		SENSITIVE		
CJ4.1.3	CPWN +CPN's	asb, Crime and	Retain from date	SECURE	Υ	OFFICIAL -		
		Policing Act 2014	order made for 6	DISPOSAL		SENSITIVE		
			years					
CJ4.2	Fly Tipping							
CJ4.2.1	Enforcement action	Limitation Act 1980	Retain from year	SECURE	Υ	OFFICIAL -		
	taken against fly	(Section 2)	records created for	DISPOSAL		SENSITIVE		
	tippers and removal		6 years.					
	of waste							
CJ5	Administration							
CJ5.1	Administrative							
	Procedures							
CJ5.1.1	Administrative		,	SECURE	Υ	OFFICIAL -		
	procedures( CIAG	(Section 2)	records made for 6	DISPOSAL		SENSITIVE		
	and T&CG)		years					
CJ6	Service Delivery							CM3.1
	Consultation							

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