Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Indicative Protective Marking	Notes	Secondary Reference	
CS1	Public Feedback								
CS1.1	Feedback and								
	Suggestions								
CS1.1.1	Feedback and		Retain from year	SECURE	Υ	NOT			
	suggestions made by		records created	DISPOSAL		PROTECTIVELY			
	local residents		for 3 years			MARKED			
CS1.2	Complaints Procedure								
CS1.2.1	Complaints about		Retain from year	SECURE	Υ	OFFICIAL			
	services dealt with as		records created	DISPOSAL					
	business as usual		for 3 years						
CS1.2.2	Complaints referred to		Retain from date	SECURE	Υ	OFFICIAL		CT4.1	
	the Local Government		complaint	DISPOSAL					
	Ombudsman		resolved for 10						
			years						
CS1.2.3	Level 1 complaints	`	Retain from year	SECURE	Υ	OFFICIAL			
	·		records ceated for	DISPOSAL					
			6 years						
CS1.2.4	Statutory complaints		Retain from date	SECURE	Υ	OFFICIAL			
	relating to Children's		of birth of child for	DISPOSAL					
	Social Services		75 years						
CS2	Permissions								
CS2.1	Film and Photograph								
CS2.1.1	Permission granted to		Retain from date	SECURE	N	OFFICIAL			
	film/photograph publicly		permission	DISPOSAL					
	owned building		granted until						
			film/photograph is						
			disposed of.						
CS2.2	Events								
CS2.2.1	Permissions granted to	Limitation Act 1980	Retain from year	SECURE	N	OFFICIAL			
	host events and activities	(Section 2)	records created	DISPOSAL					
	on publicly owned land		for 6 years						
CS2.3	Leaflet Distribution		<u> </u>						

CS2.3.1	Consent given for the	Limitation Act 1980	Retain from date	SECURE	N	OFFICIAL	
	distribution of leaflets	(Section 2)	consent expires	DISPOSAL			
			for 6 years				
CS3	Allotments						AL1
CS4	Funeral Payment						CE1.1
CS5	Household Garden						OP1.4.7
	Waste						
CS6	Service Delivery						CM3.1
	Consultation						

Y OFFICIAL

N OFFICIAL - SENSITIVE
NOT PROTECTIVELY MARKED