

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Indicative Protective Marking	Notes	Secondary Reference
<b>ED1</b>	<b>Business Development</b>							
<b>ED1.1</b>	<b>Business Directories</b>							
ED1.1.1	Business Directory Information		Retain from year records created for 3 years.	Offer to Archives	Y	NOT PROTECTIVELY MARKED	Data is entered by the business and removed by them.	
ED1.1.2	CRM		Permanent	Offer to Archives	Y	NOT PROTECTIVELY MARKED	New System is being introduced, so subject to change	
<b>ED1.2</b>	<b>Business</b>							
ED1.2.1	BID Creation and Management	Business Improvement Districts (England) Regulations 2004	Retain from year of creation for 5 years.	Offer to Archives	Y	NOT PROTECTIVELY MARKED		
<b>ED2</b>	<b>Economic Data</b>							
<b>ED2.1</b>	<b>Economic Data</b>							
ED2.1.1	Economic Information and Analysis		Retain from year records created for 6 years	Offer to Archives	N	NOT PROTECTIVELY MARKED	Economic assessment and strategies	
<b>ED2.2</b>	<b>Local Economic Development</b>							
ED2.2.1	Local Economic Development Management		Retain from year of creation for 6 years	Offer to Archives	Y	NOT PROTECTIVELY MARKED	General economic development activities / projects	

ED2.2.2	Business Incubator		Retain for 6 years after business has left the incubator	Offer to Archives	Y	NOT PROTECTIVELY MARKED	Incubator due to open by spring 2019	
<b>ED3 Tourism Development</b>								
<b>ED3.1 Local Attractions</b>								
ED3.1.1	Advice and information for visitors on attractions in the local area		Retain from year records created for 1 year	Offer to Archives	N	NOT PROTECTIVELY MARKED		
<b>ED3.2 Tourist Accommodation</b>								
ED3.2.1	Information on holiday/business accommodation available in local area		Retain from year records created for 1 year	Offer to Archives	N	NOT PROTECTIVELY MARKED		
<b>ED4 Service Delivery Consultation</b>								<b>CM3.1</b>

Y	OFFICIAL
N	OFFICIAL - SENSITIVE
	NOT PROTECTIVELY MARKED