

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Technical Disposal Measures	Contains Personal Information	Indicative Protective Marking	Notes
HO1	Housing Information & Advice							
HO1.1	Public Information/Advice							
HO1.1.1	Information about housing associations in the borough	Limitation Act 1980 (Section 2)	Retain for 7 years since last accessed		SECURE DISPOSAL	N	OFFICIAL	
HO1.1.2	Advice and information given regarding housing and public health		Retain for 7 years since last accessed		SECURE DISPOSAL	Y	OFFICIAL	Expected to be a dynamic document, constantly updating
HO1.2	Legal Advice							
HO1.2.1	Housing legal advice	Limitation Act 1980 (Section 2)	Retain for 7 years since last accessed		SECURE DISPOSAL	Y	OFFICIAL	
HO1.2.2	Welfare rights advice - where advice given may be actionable	Limitation Act 1980 (Section 2)	Retain for 7 years since last accessed		SECURE DISPOSAL	Y	OFFICIAL	
HO1.2.3	Welfare rights advice - where advice given is not actionable		Retain for 7 years since last accessed		SECURE DISPOSAL	Y	OFFICIAL	
HO1.3	Private Housing							
HO1.3.1	Private housing advice		Retain for 7 years since last accessed		SECURE DISPOSAL	N	OFFICIAL	Expected to be a dynamic document, constantly updating
HO1.3.2	Private tenant advice - housing related issues	Limitation Act 1980 (Section 2)	Retain for 7 years since last accessed		SECURE DISPOSAL	Y	OFFICIAL	
HO1.3.3	Private tenant advice - general information and advice		Retain for 7 years since last accessed		SECURE DISPOSAL	Y	OFFICIAL	

HO1.3.4	Private landlord support		Retain for 7 years since last accessed		SECURE DISPOSAL	N	OFFICIAL	Expected to be a dynamic document, constantly updating
HO2 Housing Support								
HO2.1 Mortgages								
HO2.1.1	Local Authority Mortgage Scheme	Limitation Act 1980 (Section 2)	Retain for 7 years since last accessed		SECURE DISPOSAL	Y	OFFICIAL	
HO2.1.2	Mortgage references	Limitation Act 1980 (Section 2)	Retain for 7 years since last accessed		SECURE DISPOSAL	Y	OFFICIAL	
HO2.2 Affordable/Council								
HO2.2.1	Provision and management of affordable housing	Limitation Act 1980 (Section 2)	Retain for 7 years since last accessed		SECURE DISPOSAL	Y	OFFICIAL	
HO2.2.2	Council owned housing - property deeds		Retain for 7 years since last accessed		SECURE DISPOSAL	Y	OFFICIAL	
HO2.2.4	Housing allocation system	Limitation Act 1980 (Section 2)	Retain for 7 years since last accessed		SECURE DISPOSAL	Y	OFFICIAL	
HO2.2.5	Housing referrals	Limitation Act 1980 (Section 2)	Retain for 7 years since last accessed		SECURE DISPOSAL	Y	OFFICIAL	
HO2.2.6	Social housing policy		Retain for 7 years since last accessed		SECURE DISPOSAL	N	OFFICIAL	
HO2.3 Temporary Housing								
HO2.3.1	Provision of temporary housing to tenants whilst major works are being carried out	Limitation Act 1980 (Section 2)	Retain for 7 years since last accessed		SECURE DISPOSAL	Y	OFFICIAL	

HO2.3.2	Provision of hostels and other temporary accomodation in the event of an emergency	HMRC - Compliance Handbook Manual CH15400	Retain for 7 years since last accessed		SECURE DISPOSAL	N	OFFICIAL	
HO2.3.3	Provision of short term and emergency accomodation for homeless people	HMRC - Compliance Handbook Manual CH15400	Retain for 7 years since last accessed		SECURE DISPOSAL	Y	OFFICIAL	
HO2.5 Private Tenancies								
HO2.5.1	Private tenants rent assistance		Retain for 7 years since last accessed		SECURE DISPOSAL	Y	OFFICIAL	
HO2.5.2	Rent Bond Scheme/Private sector placement schemes	Limitation Act 1980 (Section 2)	Retain for 7 years since last accessed		SECURE DISPOSAL	Y	OFFICIAL	
HO2.5.3	Changes in existing tenancies	Limitation Act 1980 (Section 2)	Retain for 7 years since last accessed		SECURE DISPOSAL	Y	OFFICIAL	
HO2.5.4	Housing tenants support	Limitation Act 1980 (Section 2)	Retain for 7 years since last accessed		SECURE DISPOSAL	Y	OFFICIAL	
HO4 Housing Enforcement								
HO4.1 Rent Arrears								
HO4.1.1	Documents relating to rent collection and the notification and enforcement of rent arrears process, housing benefit and debt management service	Limitation Act 1980 (Section 2)	Retain for 7 years since last accessed		SECURE DISPOSAL	Y	OFFICIAL	
HO4.1.2	Documentation relating to setting rents for emergency accomodation	Limitation Act 1980 (Section 2)	Retain for 7 years since last accessed		SECURE DISPOSAL	Y	OFFICIAL	

HO5 Service Delivery Consultation								
HO5.1 Housing Strategy								
HO5 5.1.1	Enquiries generated as a result of the Housing Strategy or Homelessness and Rough Sleeping Strategy	S.87 of the Local Government Act 2003 S1 Homelessness Act 2002 require local authorities to have both strategies in place	Retain for 7 years since last accessed		SECURE DISPOSAL	Y	OFFICIAL	
HO5 5.1.2	Participation in public consultation	Duty to Consult' S3 Local Government Act 1999	Retain for 7 years since last accessed		SECURE DISPOSAL	Y (If disclosed by user)	OFFICIAL	

[illegible]

	Possibility that no more of these documents exist
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	Consider delete - no longer applicable

CM3.1	