

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Technical Disposal Measures	Contains Personal Information	Indicative Protective Marking
<b>LC1 Land Charges</b>							
<b>LC1.1 Land Charges</b>							
LC1.1.1	Land charge searches - Con29 & Con 29O, SCC Highways replies. Personal Search enquiries. Electronic Copies.	Local Land Charges Act 1975	15 years from date of search completion.	Deleted from Document Management system		Y	OFFICIAL
LC1.1.2	Land Charges Register	Local Land Charges Act 1975	Permanent			Y	OFFICIAL
LC1.1.3	Copies of Legal Agreements registered on the Land Charges Register (e.g. S106a, TPO, EH Notices, SCC Legal Agreements, Enf. Notices)	Local Land Charges Act 1975	Permanent basis until data captured as part of the transfer of data to SharePoint	SECURE DISPOSAL - on-going as the data is captured onto SharePoint		Y	OFFICIAL
LC1.1.4	PAYENET Receipts - Electronic copy	Local Land Charges Act 1975	7 Years			Y	OFFICIAL

LC1.1.5	Cheque Deposit Receipts		Retain for 2 year on rolling basis	SECURE DISPOSAL		Y	OFFICIAL
LC1.1.6	Register payments for search to Local Land Charges - Electronic	Local Land Charges Act 1975	Permanent on Sharepoint			Y	OFFICIAL
LC1.1.7	Archived Personal Search Spreadsheet - Electronic	Local Land Charges Act 1975	Permanent on Sharepoint			Y	OFFICIAL
LC1.1.8	Surrey Highways Reply emails	Local Land Charges Act 1975	60 Days maximum, delete upon receipt of confirmed Highways Invoice			Y	OFFICIAL
LC1.1.9	Review and Update of fees	EIR	Keep on T/drive or Sharepoint for 2 years from date of latest review				
LC1.1.10	statements NLIS, TM & InfoTrack hubs Invoice for inbound BACS payments April - March yearly		Retain the copies for 7 years on T/drive or sharepoint - Fiscal Year			Y	OFFICIAL
LC1.1.11	Budget Monitoring emails from Finance & SCC		Retain for 2 Fiscal years			Y	OFFICIAL
<b>LC2 Service Delivery Consultation</b>							

[illegible]

Notes	Secondary Reference
Data held is address of property to be searched and search companies details.	
Dynamic document, constantly updating, held within TLC at SBC. Main Register held by HMLR.	
Process in place at present time to transfer all the Paper copies of legal agreements onto SharePoint and then paper copies can be destroyed once satisfied system is correct and accessible. Project will be ongoing for several years.	
Held within Payenet system for 7 Years as per Finance Dept. Retention Policy	

CM3.1	