

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention (Electronic Case files)	Action at End of Retention (Original deeds/ documents)	Contains Personal Information	Indicative Protective Marking	Notes	Secondary Reference
LS1	Public Law								
LS1.1	Byelaws and Regulations								
LS1.1.1	The development and implementation of byelaws and regulations		Retain from year records created for 6 years	SECURE DISPOSAL	Retained in Deeds Room	N	NOT PROTECTIVELY MARKED		
LS2	Contract and Procurement								
LS2.1	Procurement and								
LS2.1.1	Case files relating to advice on elements of the procurement process	Limitation Act 1980	Closure of file + 6 years for advice linked to a contract entered under signature. Closure of file + 12 years for advice linked to a contract entered into under seal.	SECURE DISPOSAL	N/A	N	OFFICIAL		
LS2.1.2	Contracts entered into (under seal)	Limitation Act 1980	12 years after contractual end date	N/A	SECURE DISPOSAL	N	OFFICIAL		AM1.3.2, AM1.7.1, IL1.1.3, PC2.2.1
LS2.1.3	Contracts entered into (under signature)	Limitation Act 1980	6 years after contractual end date	N/A	SECURE DISPOSAL	N	OFFICIAL		AM1.3.2, AM1.7.1, IL1.1.3, PC2.2.2
LS3	Property								
LS3.1	Property - Sales								
LS3.1.1	Case files relating to a sale of property	Limitation Act 1980	Closure of file + 15 years	SECURE DISPOSAL	Retained in Deeds Room	N	OFFICIAL		
LS3.2	Property - Purchases								
LS3.2.1	Case files relating to acquisition of Property	Limitation Act 1980	Closure of file + 15 years	SECURE DISPOSAL	Retained in Deeds Room	N	OFFICIAL		
LS3.3	Easements								

LS3.3.1	Case files relating to the grant of an easement	Limitation Act 1980	Closure of file + 7 years	SECURE DISPOSAL	Retained in Deeds Room	N	OFFICIAL		
LS3.4	Leases and Licences								
LS3.4.1	Case files relating to the grant of a lease or licence	Limitation Act 1980	Closure of file + 15 years	SECURE DISPOSAL	Retained in Deeds Room	N	OFFICIAL		
LS3.5	Adverse Possession								
LS3.5.1	Case files relating to Adverse Possession claims	Limitation Act 1980	Closure of file + 7 years	SECURE DISPOSAL	Retained in Deeds Room	N	OFFICIAL		
LS3.6	Rent Reviews								
LS3.6.1	Case files relating to rent reviews	Limitation Act 1980	Closure of file + 7 years	SECURE DISPOSAL	Rent review memorandum retained in Deeds Room	N	OFFICIAL		
LS3.7	Property Deeds/Agreements								
LS3.7.1	Case files relating to any miscellaneous property deeds and agreements	Limitation Act 1980	Closure of file + 15 years	SECURE DISPOSAL	Retained in Deeds Room	N	OFFICIAL		
LS4	Planning Law								PP3.1.1
LS4.1	Certificate of Lawfulness (CLD)								
LS4.1.1	Case files for a Certificate of Lawfulness (CLD)	Limitation Act 1980	Closure of file + 6 years	SECURE DISPOSAL	N/A	N	OFFICIAL		
LS4.2	Planning Agreements/Unilateral Undertakings								
LS4.2.1	Case files relating to the drafting and negotiating of planning agreements	Limitation Act 1980	Closure of file + 7 years	SECURE DISPOSAL	Retained in Deeds Room	N	OFFICIAL		
LS4.3	Planning Appeals/Inquiries								

LS4.3.1	Case files relating to the advice and conduct of a Planning Inquiry	Limitation Act 1980	Closure of file + 7 years	SECURE DISPOSAL	N/A	N	OFFICIAL		
LS4.4	Planning Enforcement								
LS4.4.1	Case files relating to advice and drafting of all types of planning enforcement notices	Limitation Act 1980	Closure of file + 7 years	SECURE DISPOSAL	N/A	N	OFFICIAL		
LS4.5	Tree Preservation Orders (TPO)								
LS4.5.1	Case files for providing advice in respect the making or enforcing of a TPO	Limitation Act 1980	Closure of file + 7 years	SECURE DISPOSAL	Retained in Deeds Room	N	OFFICIAL		
LS5	Litigation								
LS5.1	Prosecutions								
LS5.1.1	Case files relating to any prosecution action taken by the legal department on behalf of a client department	Limitation Act 1980	Closure of file + 7 years	SECURE DISPOSAL	N/A	Y	OFFICIAL		
LS5.2	Incursions								
LS5.2.1	Case files relating to dealing with incursions on land and property owned by the Council	Limitation Act 1980	Closure of file + 7 years	SECURE DISPOSAL	N/A	N	OFFICIAL		
LS6	Licensing								
LS6.1	Licensing Sub-Committees								
LS6.1.1	Case files relating to the preparation and advising at a Licensing Sub-Committee	Limitation Act 1980	Closure of file + 1 year	SECURE DISPOSAL	N/A	Y	OFFICIAL		
LS6.2	Licensing Appeals								
LS6.2.1	Case files relating to defending a licensing appeal	Limitation Act 1980	Closure of file + 2 years	SECURE DISPOSAL	N/A	Y	OFFICIAL		

LS7	Housing								
LS7.1	Homelessness Appeals								
LS7.1.1	Case files relating to defending a homelessness appeal	Limitation Act 1980	Closure of file + 6 years	SECURE DISPOSAL	N/A	Y	OFFICIAL - SENSITIVE		
LS7.2	Nomination Agreements								
LS7.2.1	Case files relating to the drafting and negotiating of a nomination agreement	Limitation Act 1980	Closure of file + 12 years	SECURE DISPOSAL	Retained in Deeds Room	N	OFFICIAL		
LS8	Debt Recovery								
LS8.1	Debt/Cost Recovery								
LS8.1.1	Case files relating to the recovery of debts or costs owed to the Council	Limitation Act 1980	Closure of file + 6 years	SECURE DISPOSAL	N/A	Y	OFFICIAL		
LS9	Employment								
LS9.1	General Employment Matters								
LS9.1.1	Case files relating to disciplinary matters	Limitation Act 1980	Closure of file + 6 years	SECURE DISPOSAL	N/A	Y	OFFICIAL - SENSITIVE		
LS9.1.2	Case files relating to Compromise Agreements	Limitation Act 1980	Closure of file + 6 years	SECURE DISPOSAL	Retained in Deeds Room	Y	OFFICIAL - SENSITIVE		
LS10	Corporate Governance								
LS10.1	Complaints								
LS10.1.1	Case files dealing with complaints made against the Council	Limitation Act 1980	Closure of file + 6 years	SECURE DISPOSAL	N/A	Y	OFFICIAL - SENSITIVE		
LS10.2	Code of Conduct								
LS10.2.1	Case files relating to dealing with breaches of the code of conduct	Limitation Act 1980	Closure of file + 7 years	SECURE DISPOSAL	N/A	Y	OFFICIAL - SENSITIVE		

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