

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Indicative Protective Marking	Notes	Secondary Reference
<b>OP1 Operations and Enforcement</b>								
<b>OP1.1 Urban Environment</b>								
OP1.1.1	Graffiti reporting and removal	Limitation Act 1980 (Section 2)	Retain from year records created for		N			
OP1.1.2	Vandalism prevention	Limitation Act 1980 (Section 2)	Retain from year records created for		N			CJ2.2.1
OP1.1.3	Street cleaning	Limitation Act 1980 (Section 2)	Retain from year records created for		N			
OP1.1.4	Monitoring and dealing with flyposting	Limitation Act 1980 (Section 2)	Retain from date of enforcement action for 6 years		N			
OP1.1.5	The removal of waste which has been	Limitation Act 1980 (Section 2)	Retain from year records created for		N			
OP1.1.6	Management of road spillages which do not involve an accident to	Limitation Act 1980 (Section 2)	Retain from date of birth of individual		N			
OP1.1.7	Dead animal removal	Limitation Act 1980 (Section 2)	Retain from date of removal of dead animal for 6 years		N			
OP1.1.8	Monitoring and enforcement of action against dog fouling	Limitation Act 1980 (Section 2)	Retain from date of the resolution of any enforcement action for 6 years		Y			
OP1.1.9	The provision of bins for the collection of dog waste in local public		Retain from year records created for 3 years		N			PO1.3
OP1.1.10	Syringe disposal	Limitation Act 1980 (Section 2)	Retain from year records created for		N			
<b>OP1.2 Litter Enforcement</b>								
OP1.2.1	The provision and maintenance of litter	Limitation Act 1980 (Section 2)	Retain from year records created for		N			
OP1.2.2	The enforcement of litter dropping schemes	HMRC - Compliance Handbook Manual	Retain from year records created for		Y			

OP1.2.3	The removal of litter from and sweeping of	Limitation Act 1980 (Section 2)	Retain from year records created for		N			
OP1.2.4	Market cleaning	Limitation Act 1980 (Section 2)	Retain from year records created for		N			
<b>OP1.3 Skip Services</b>								
OP1.3.1	The provision of council owned skips available for hire to residents and local	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years		Y			
<b>OP1.4 Household Waste</b>								
OP1.4.1	Household waste collection		Retain from year records created for		N			
OP1.4.2	Clinical household waste collection	Hazardous Waste Directive 2005	Retain from year records created for		N			
OP1.4.3	Household waste assisted collection		Retain from year records created for		N			
OP1.4.4	Provision of household waste containers		Retain from year records created for		N			
OP1.4.5	Household waste accumulation monitoring and enforcement	Limitation Act 1980 (Section 2)	Retain from the date of resolution of any enforcement		N			ST2.1.3
OP1.4.6	Enforcement of household waste regulations	Limitation Act 1980 (Section 2)	Retain from the date of resolution of any enforcement		Y			ST2.1.4
OP1.4.7	Household garden waste collections		Retain from year records created for		N			CS5
OP1.4.8	Residential recycling collections	Environmental Protection Act 1980	Retain from year records created for		N			ST2.2.3
<b>OP1.5 Household Waste</b>								
OP1.5.1	The provision of household waste sites	Limitation Act 1980 (Section 2)	Retain from date use of waste disposal site		N			
OP1.5.2	Waste site equipment records	Limitation Act 1980 (Section 2)	Retain from year records created for		N			
OP1.5.3	Waste site inspection records	Limitation Act 1980 (Section 2)	Retain from year records created for		N			

OP1.5.4	Waste sites permits records	Limitation Act 1980 (Section 2)	Retain from year records created for		N			
OP1.5.5	Waste site development records	Limitation Act 1980 (Section 2)	Retain from year records created for		N			
<b>OP1.6 Refuse Duty of Care</b>								
OP1.6.1	The enforcement of duty of care concerning the disposal of refuse	Limitation Act 1980 (Section 2)	Retain from date of any enforcement		N			
<b>OP1.7 Extreme Weather</b>								
OP1.7.1	The clearance of ice and snow from pavements in severe	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years		N			
OP1.7.3	The provision of equipment and engineering advice to businesses and	Limitation Act 1980 (Section 2)	Retain from date equipment provided for 6 years		N			
<b>OP1.8 Fuel Storage</b>								
OP1.8.1	The delivery and		Permanent		N			
OP1.8.2	Administration of petroleum storage		Permanent		N			
<b>OP1.9 Community</b>								
OP1.9.1	Market stall rental	HMRC - Compliance Handbook Manual	Retain from year records created for		Y			
OP1.9.2	Farmers markets information		Retain from year records created for 1 year		N		Expected to be a dynamic document,	
OP1.9.3	Local markets information		Retain from year records created for 1 year		N		Expected to be a dynamic document,	
OP1.9.4	Provision and fitting of street name plates		Retain from date street named assigned until the		N			
OP1.9.5	Provision and management of permanent or transit	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years		Y			
<b>OP1.10 Vehicle Enforcement</b>								
OP1.10.1	Vehicle clamping and removal	Limitation Act 1980 (Section 2)	Retain from year records created for		Y			
<b>OP2 Service Delivery</b>								

[illegible]

[illegible]

[illegible]

Y	OFFICIAL
N	OFFICIAL - SENSITIVE
	NOT PROTECTIVELY MARKED