Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains	Indicative Protective Marking	Notes	Secondary Reference
					Personal			
					Information			
PK1 PK1.1	Car Parks							
	Council Car Parks Development,	Ī	Retain from year	SECURE	IN	NOT PROTECTIVELY	T	T
PK1.1.1	implementation and		records created for		IN .	MARKED		
	management of car		5 years	DISPOSAL		IWIANNED		
	parks which are		5 years					
	owned and run by							
	the local authority							
PK1.1.2	List of locations and	Off Street Parking	Retain from year	Offer to Archives	N	NOT PROTECTIVELY		+
	tariffs of car parks	Order	records created for	01101 10 7 11 01 11 7 00	``	MARKED		
	owned and run by		1 year					
	the local authority							
PK1.2	Speciality Parking							
	-	I			I	I		•
PK1.2.1	Provision of disabled	Limitation Act 1980		SECURE	N	NOT PROTECTIVELY		
	parking bays	(Section 2)		DISPOSAL		MARKED		
DK4 0 0	Dravinian of parking	Troffic Management	6 years	Office to Archives	NI.	NOT DROTECTIVELY		
PK1.2.2	Provision of parking	Traffic Management Act 2004 On-Street	,	Offer to Archives	N	NOT PROTECTIVELY MARKED	Held as required	
	areas for heavy goods vehicles		records created for			MARKED	for adjudication	
PK2	Parking	Parking Orders	6 years				cases.	
r KZ	Enforcement							
PK2.1	Parking Permits							
PK2.1.1	Management of	Limitation Act 1980	Retain from date	SECURE	Υ	OFFICIAL		
	parking permit	(Section 2)	permit expires for 6	DISPOSAL				
	schemes for		years					
	residents who keep							
	and use a car, van or							
	motorcycle on a full							
	time basis within a							
	controllled parking							
	zone							
PK2.1.2	Management of		Retain from date of		Υ	OFFICIAL		
	parking permits for		' '	DISPOSAL				
PK2.2	disabled people		months		l			
r\ ∠. ∠	Parking Regulations							
PK2.2.1	Determination of	Limitation Act 1980	Retain from year	Offer to Archives	ĪN	NOT PROTECTIVELY	I	T
	parking regulations	(Section 2) Off-Street	,			MARKED		
	on council property	Parking Orders	6 years					
PK2.2.2	Enforcement of	Limitation Act 1980	,	SECURE	N	NOT PROTECTIVELY		
	above regulations	(Section 2)	records created for	DISPOSAL		MARKED		
			6 years					
PK2.2.3	Street parking	Limitation Act 1980	Retain from year	Offer to Archives	N	NOT PROTECTIVELY		
	regulations;	(Section 2) Traffic	records created for			MARKED	for adjudication	
	enforcement within	Management Act	6 years				cases.	
	the local authority	2004						
	area						L	
PK2.3	Parking							
	Monitoring/Enforce							
	ment							

PK2.3.1	The creation,	Limitation Act 1980	Retain from year	SECURE	Υ	OFFICIAL	
1 112.0.1	implementation and	(Section 2)	records created for		Ι'	OI I IOIAL	
	-	(Section 2)		DISFOSAL			
	monitoring of		6 years				
	controlled parking						
D1/0 /	schemes		L				
PK2.4	Penalty Charge						
	Notices/Enforceme nt						
PK2.4.1	Penalty Charge	Limitation Act 1980	Retain from year	SECURE	Υ	OFFICIAL	
	Notice	(Section 2) Traffic	records created for	DISPOSAL			
		Management Act	6 years				
		2004					
PK2.4.2	Record of receipts	Limitation Act 1980	Retain from year	SECURE	Υ	OFFICIAL	
		(Section 2) Traffic	records created for	DISPOSAL			
		Management Act	6 years				
		2004					
PK2.4.3	Record of evidence	Limitation Act 1980	Retain from year	SECURE	Υ	OFFICIAL	
		(Section 2) Traffic	records created for				
		Management Act	6 years				
		2004					
PK2.4.4	Notice to Owner	Limitation Act 1980	Retain from year	SECURE	Υ	OFFICIAL	
		(Section 2) Traffic	records created for	DISPOSAL			
		Management Act	6 years				
		2004	, , , , , , , , , , , , , , , , , , , ,				
PK2.4.5	Charge Certificate	Limitation Act 1980	Retain from year	SECURE	Υ	OFFICIAL	
		(Section 2) Traffic	records created for				
		Management Act	6 years				
		2004	754.5				
PK2.4.6	Order for Recovery	Limitation Act 1980	Retain from year	SECURE	Υ	OFFICIAL	
		(Section 2) Traffic	records created for				
		Management Act	6 years				
		2004	o youro				
PK2.4.7	Warrant of Execution		Retain from year	SECURE	Y	OFFICIAL	
		(Section 2) Traffic	records created for				
		Management Act	6 years				
		2004					
PK2.4.8	Enforcement Agents	Limitation Act 1980	Retain from year	SECURE	Y	OFFICIAL	
	Records	(Section 2) Traffic	records created for				
		Management Act	6 years				
		2004	, , , , , , , , , , , , , , , , , , ,				
PK2.4.9	Driver & Vehicle	Limitation Act 1980	Retain from year	SECURE	Y	OFFICIAL	1
	Licensing Agency	(Section 2) Traffic	records created for		Ι΄	J. 1. 1317 LE	
	ioononig / igonoy	Management Act	6 years				
		2004	Jo yours				
PK3	Service Delivery	12007	<u> </u>	l .	<u> </u>		CM3.1
. 10	Consultation						Ollio. 1
	CONSUNATION						

Y OFFICIAL

N OFFICIAL - SENSITIVE
NOT PROTECTIVELY MARKED