

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Indicative Protective Marking	Notes	Secondary Reference
ST1	Sustainability Process							
ST1.1	Strategy							
ST1.1.1	The development and implementation of the Sustainable Strategy		Retain from date policy superseded for 10 years	Offer to Archives	N	OFFICIAL		
ST1.1.2	The Energy & Water Efficiency Policy		Retain from date policy superseded for 10 years	Offer to Archives	N	OFFICIAL		
ST1.2	Advice							
ST1.2.1	The provision of advice on the protection and enhancement of the local rural environment and wildlife		Retain from year records created for 3 years	SECURE DISPOSAL	N	OFFICIAL		
ST1.2.2	The provision of advice regarding recycling and waste		Retain from year records created for 1 year	SECURE DISPOSAL	N	OFFICIAL		
ST1.3	Grants							
ST1.3.1	The provision of grants for developing areas of the countryside for public use and education	HMRC - Compliance Handbook Manual CH15400	Retain from date of last payment on grant for 6 years	Offer to Archives	N	OFFICIAL		
ST2	Waste Management							

ST2.1 Area Waste Strategy								
ST2.1.1	Development, implementation and monitoring of Waste Initiatives within the Sustainable Strategy		Retain from year records created for 6 years	Offer to Archives	N	OFFICIAL		
ST2.1.2	Waste reduction programmes		Retain from year records created for 6 years	Offer to Archives	N	OFFICIAL		
ST2.1.3	The monitoring and enforcement of household waste accumulation	Limitation Act 1980 (Section 2)	Retain from the date of resolution of any enforcement action for 6 years	Offer to Archives	N	OFFICIAL		OP1.4.5
ST2.1.4	Household waste enforcement	Limitation Act 1980 (Section 2)	Retain from the date of resolution of any enforcement action for 6 years	Offer to Archives	Y	OFFICIAL		OP1.4.6
ST2.2 Recycling Strategy								
ST2.2.1	The provision of recycling bags and		Retain from year records created for	SECURE DISPOSAL	N	OFFICIAL		
ST2.2.2	The provision and management of recycling collection sites	Limitation Act 1980 (Section 2)	Retain from date uses of site ceases for 6 years	Offer to Archives	N	OFFICIAL		
ST2.2.3	Residential recycling collections	Environmental Protection Act 1980	Retain from year records created for 3 years	Offer to Archives	N	OFFICIAL		OP1.4.8
ST2.3 Food Waste Strategy								
ST2.3.1	Food waste recycling schemes	Limitation Act 1980 (Section 2)	Retain from date scheme ends for 6 years	Offer to Archives	Y	OFFICIAL		

ST3 Management & Events								
ST3.1 Management Schemes								
ST3.1.1	The management of local nature reserves by the council	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years	Offer to Archives	N	OFFICIAL		
ST3.1.2	The management of common land and village greens		Permanent	Offer to Archives	N	OFFICIAL		
ST3.1.3	The management of sites of special scientific interest	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years	Offer to Archives	N	OFFICIAL		
ST3.1.4	The provision and management of public toilets	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years	Offer to Archives	N	OFFICIAL		
ST3.2 Events Management								
ST3.2.1	Countryside events		Retain from year records created for 1 year	SECURE DISPOSAL	N	OFFICIAL		
ST3.2.2	Organisation and management of outdoor events	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years	SECURE DISPOSAL	N	OFFICIAL		
ST3.2.3	The provision of exhibitions in public buildings or open spaces		Retain from year records created for 3 years	SECURE DISPOSAL	N	OFFICIAL		
ST4 Flood Resilience								
ST4.1 Strategy & Plans								
ST4.1.1	The Multi-agency Flood Plan	Flood and Water Management Act 2010	Until the next review	Offer to Archives	Y	OFFICIAL - SENSITIVE		

ST4.1.2	The Draft Sandbag Policy				N	OFFICIAL	In draft so retention to be determined	
ST4.2	Community schemes							
ST4.2.1	Community flood plans		Retain for 3 years from last update	SECURE DISPOSAL	Y	OFFICIAL		
ST5	Service Delivery Consultation							CM3.1

Y	OFFICIAL
N	OFFICIAL - SENSITIVE
	NOT PROTECTIVELY MARKED