

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Technical Disposal Measures	Contains Personal Information	Indicative Protective Marking	Notes	Secondary Reference
EN1	Enforcement								
EN1.1	Urban Environment Protection								
EN1.1.1	Graffiti reporting and removal	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years	SECURE DISPOSAL		Y		Most likely in the form of emails	
EN1.1.2	Vandalism prevention	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years	SECURE DISPOSAL		Y		Most likely in the form of emails	CJ2.2.1
EN1.1.3	Monitoring and dealing with flyposting	Limitation Act 1980 (Section 2)	Retain from date of enforcement action for 6 years	SECURE DISPOSAL		N			
EN1.1.4	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	SECURE DISPOSAL		Y			
EN1.1.5	Antisocial Behaviour Enforcement	Limitation Act 1980 (Section 2)	Retain from date of the resolution of any enforcement action for 6 years	SECURE DISPOSAL		Y			
EN1.2	Litter Enforcement								

EN1.2.1	The enforcement of litter dropping schemes	HMRC - Compliance Handbook Manual CH15400	Retain from year records created for 6 years	SECURE DISPOSAL		Y			
EN1.3	Household Waste								
EN1.3.1	Household waste accumulation monitoring and enforcement	Limitation Act 1980 (Section 2)	Retain from the date of resolution of any enforcement action for 6 years	SECURE DISPOSAL		N		Most likely in the form of email	
EN1.3.2	Enforcement of household waste regulations	Limitation Act 1980 (Section 2)	Retain from the date of resolution of any enforcement action for 6 years	SECURE DISPOSAL		Y			
EN1.4	Fly Tipping								
EN1.4.1	Enforcement action taken against fly tippers and removal of waste	Limitation Act 1980 (Section 2)	Retain from the date of resolution of any enforcement action for 6 years	SECURE DISPOSAL		Y	OFFICIAL - SENSITIVE		CJ4.2.1
EN1.5	Refuse Duty of Care								
EN1.5.1	The enforcement of duty of care concerning the disposal of refuse	Limitation Act 1980 (Section 2)	Retain from the date of resolution of any enforcement action for 6 years	SECURE DISPOSAL		N			
EN1.6	Vehicle Enforcement								

EN1.6.1	Vehicle notices and removal	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years	SECURE DISPOSAL		Y			
EN2	Service Delivery Consultation								CM3.1