

ROPA ID	Function	Activity	Description	Service Legislation	Retention Requirements
2	15:#Finance and Business Support	to prevent fraud	All records relating to the detection and prosecution of benefit fraud	Social Security Administration Act 1992	Retain from data case resolved for 6 years
5	15:#Finance and Business Support	to investigate fraud	All records relating to counter fraud investigations	Apprenticeship, Skills, Children and Learning Act 2009 Children Act 2004 Health and Social Care (Community Health and Standards) Act 2003 Overview and Scrutiny (Reference by Councillors) (Excluded Matters) Order 2012/1022 Local Audit (Auditor Resignation and Removal) Regulations 2014/1710 Local Audit (Auditor Panel) Regulations 2014/3224 Accounts and Audit Regulations 2015/23 Local Audit (Smaller Authorities) Regulations 2015/184 Local Audit and Accountability Act 2014 Local Government Act 1986	Retain from date of completion of enforcement action for 6 years
10	20:#Benefits	to process benefit and discount applications	Housing Benefit and Council Tax Reduction applications and Discretionary Housing Payments	Housing Benefit - Housing Regulations 2006 Council Tax Reduction - Local Government Finance Act 2012 Housing Act 2004 Social Security Act 1998 Social Security Administration Act 1992 Social Security Contributions and Benefits Act 1992	Retain for 6 years after closure of claim where no debt exists
11	20:#Benefits	to process Housing Benefit and Council Tax Support appeals	Appeals of Housing Benefit/Council Tax Support decisions	Housing Benefit - Housing Regulations 2006 Council Tax Reduction - Local Government Finance Act 2012 Housing Act 2004 Social Security Act 1998 Social Security Administration Act 1992 Social Security Contributions and Benefits Act 1992	Retain for 6 years after appeal finalised
12	20:#Benefits	to process Housing Benefit overpayments	Overpayment of Housing Benefit	Housing Benefit - Housing Regulations 2006 The Housing Benefit and Council Tax Benefit Decisions and Appeals Regulations 2001 Housing Benefit - Housing Regulations 2006 Council Tax Reduction - Local Government Finance Act 2012 Housing Act 2004 Social Security Act 1998 Social Security Administration Act 1992 Social Security Contributions and Benefits Act 1992	Retain for 6 years from date debt recovered/written off
144	20:#Benefits	To enable application for either £500 T&T mandatory (Government) payment, £500 discretionary (WLDC) payment or £500 Winter Grant Payment (LCC award)	Test and Trace Covid 19 Payments and Winter Grant Payments	GDPR Articles 6 and 9>Data Protection Act 2018 National Health Service Act 2006 Health Service (Control of Patient Information) Regulations 2002	kept for as long as it is needed for the purposes of the COVID-19 emergency and for audit and payment purposes
29	21:#Building Control	to process Building Control applications	Building Control applications	Building Act 1984	Indefinitely
30	21:#Building Control	to provide training and events on Building Control matters	Building Control Training and Events	Building Act 1984	Indefinitely
84	21:#Building Control	to provide technical advice on building regulations	Building Control Technical Advice	Building Act 1984	Indefinitely
85	21:#Building Control	to undertake site inspections	Site Inspections	Building Act 1984	Indefinitely
187		To investigate and enforce Section 77 and Section 78 of the Building Act	Dangerous Structure	Building Act 1984	Indefinitely
19	13:#People and Organisation Development	to inform and engage local residents	Communications Newsletters		kept until user unsubscribes from the service
162		to communicate the council's news to the public	Press Releases		6 years
6	8:#Communities	to provide CCTV evidence	All records relating to the release of CCTV evidence	Protection of Freedoms Act 2012 (Code of Practice for Surveillance Camera Systems and Specifications of Relevant Authorities) Order 2013/1961	Retain from year records created for 6 years
7	8:#Communities	to provide a CCTV service	All records relating to the management of Town Centre CCTV	Protection of Freedoms Act 2012 (Code of Practice for Surveillance Camera Systems and Specifications of Relevant Authorities) Order 2013/1961	Retain from date of filming for 1 month unless required for evidential purposes
8	8:#Communities	to administer mentor schemes	All records relating to the administration of learning mentor schemes		Retain from last contact with mentor for 6 years
9	8:#Communities	to provide market stalls	Records relating to the rental of market stalls by named individuals	Local Government (Miscellaneous Provisions) Act 1976 Food Act 1984	Retain from year records created for 6 years
45	8:#Communities	Identify offenders for the prevention and apprehension of crime/offenders	Publishing Sensitive Personal Information on Social Media	Art 6(1)(e) "processing is necessary to carry out a task in the public interest" gives you your legal basis. Art 9(2)(g) "processing is necessary for reasons of substantial public interest" gives you your Article 9 condition. DPA Schedule 1, para 10(1) "Preventing and detecting unlawful acts" is your further DPA condition.	Until identification of the offenders
118	8:#Communities	to receive reports of faults with parish lighting	Parish Lighting		
129	8:#Communities	to manage requests and provide advice regarding the CCTV service	CCTV and Monitoring	Protection of Freedoms Act 2012 (Code of Practice for Surveillance Camera Systems and Specifications of Relevant Authorities) Order 2013/1961	
130	8:#Communities	to manage applications and provide advice regarding funding	Funding Grants		
131	8:#Communities	to engage with the community and undertake consultations	Consultation and Engagement		
132	8:#Communities	to manage Assets of Community Value	Community Rights		
152	8:#Communities	to identify a need for services and programmes at the Benjamin Adlard Primary School	Benjamin Adlard Project		kept for 6 years in accordance with financial regulations 12 months as standard Any information regarding legal proceedings will be kept until proceedings are completed.
146	7:#Housing and Enforcement	To enable the Health and Safety Executive to carry out spot checks of businesses to ensure covid compliance across the District	Covid-19 Health and Safety Business Spot Checks	refer to various coronavirus and public health legislation that has been introduced since March 2020	Indefinite
67	11:#Corporate Policy	to process requests for burial plots and reports of damaged headstones	Records relating to burial plots and cemetery works		Indefinite
117	11:#Corporate Policy	to receive reports of issues with green space	Green Spaces		Removed after completion of works
119	11:#Corporate Policy	to manage requests and reports concerning street name plates	Street Name Plates		No retention once works complete

		To administer meetings			
136	11:#Corporate Policy		Case files relating to judicial review		Retain from close of case for 6 years.
137	11:#Corporate Policy	to authorise and use covert surveillance.	All records relating to surveillance and enforcement action undertaken under the Regulation of Investigatory Powers Act 2000		Retain from date of the court order for 6 years.
138		To ensure the emergency plan is correct and up to date	All records relating to the creation, implementation and maintenance of the local authority's emergency plan		Retain from date the plan expires for 6 years.
139	11:#Corporate Policy		All records relating to the provision of a delegated decision to be made by the executive.		Retain until decision is no longer relevant for the purpose collected
140	11:#Corporate Policy	relieve and respond to citizens requests and carry out daily functions	Incoming Post		6 Years from date of receipt
141	11:#Corporate Policy	To enable directors and execs to be able to carry it their roles effectively	Diary Management		Retain from date of email for 6 years.
142	11:#Corporate Policy	Process enquiries, requests, complaints	Processing of emails		Retain from date of meeting/decision for 6 years.
151	11:#Corporate Policy	to consult residents on council issues and to improve our services.	Citizens Panel		kept for as long as necessary to fulfil the purposes we collect it for
20	23:#Customer Strategy and Services	to ensure customer enquiries are responded to	Customer Call Back Requests		kept for 12 months then records anonymised and kept for demand analysis
21	23:#Customer Strategy and Services	to assist in the management of stray and missing animals	Stray and Missing Animals		Data retained for 6 months from date record created
34	23:#Customer Strategy and Services	to assist officers in identifying concerns with high-risk individuals	List of cases marked as victims of domestic abuse assessed as high risk		retain for one year from date case heard at Multi-agency Risk Assessment Conference
134	23:#Customer Strategy and Services	to manage complaints and comments	Complaints and Comments	Local Authority Social Services and National Health Service Complaints (England) Regulations 2009/309	Complaints: 6 Years from Date Closed Comments: 3 Years from Date Received
148	23:#Customer Strategy and Services	to record calls for quality and training purposes. To resolve customer disputes.	Recording of telephone calls		12 months
171		To enable customer to make an appointment to access Council services.	Appointment system		No more than 21 Days
172		For accessing, requesting and receiving a service from the Council or those who act on our behalf	Customer enquires		6 Years
173		To enable customer to receive a service in an emergency situation such as being made homeless after normal office hours	Logging of an out of hours enquiry (after normal working hours)for immediate or next working day action dependant on nature of query		6 years
174		To safeguard someone in danger, fleeing or vulnerable due to health condition	Logging of a safeguarding referral		6 years
186		To record low level incidents where no hard or injury has been sustained and police are not required.	Service Low Level Incident Reporting		6 Months from date of incident
126	11:#Corporate Policy	to manage complaints about councillors	Councillor Standards	Localism Act 2011	2 years from date of completion
127	11:#Corporate Policy	to handle questions for committees	Questions for Committee		Names and questions are recorded indefinitely, all other information is removed following the meeting.
128	11:#Corporate Policy	to manage civic invitations	Civic Invitation		2 years from date of event
135	11:#Corporate Policy	To administer meetings	Principal copy minutes, agendas and reports relating to decisions taken and recommendations made by the local authority and its programme boards, working groups	Local Government Act 1972	Retain from date of meeting/decision for 6 years. Minutes are retained indefinitely.
181		To record elected members register of interests	Register of interests	Localism Act 2011 and Disposable Pecuniary Interest Regulations 2012	Held internally for 18 months after Elected member leaves office.
182		To ensure reimbursement to Elected members when carried out their role as a WL member.	Members Allowances	Members Allowances 2003	6 years from payments being made.
185		To allow subjects the opportunity to provide their condolences when at the death of a monarch	Book of Condolences	Local Government Act 1972 S111	Archive indefinitely
68	12:#Electoral Registration	to register right to vote and maintain an electoral register	Electoral Register	Electoral Registration and Administration Act 2013Representation of the People Regulations 2001	kept in accordance with legal obligations and in line with statutory retention periods
69	12:#Electoral Registration	to hold elections or referenda and to support results	Elections	Representation of the People Act 1985Representation of the People Regulations 2001	kept in accordance with our legal obligations and in line with statutory retention periods
86	7:#Housing and Enforcement	to investigate reports of a statutory nuisance	Statutory Nuisances	Environmental Protection Act 1990 Anti-Social Behaviour Act 2003 Anti-Social Behaviour Crime and Policing Act 2014 Crime and Disorder Act 1998 Police and Criminal Justice Act 2001 Violent Crime Reduction Act 2006 Clean Neighbourhoods and Environment Act 2005 Control of Pollution Act 1974 Noise Act 1996 Noise and Statutory Nuisance Act 1993	kept for 6 years from date of request
87	7:#Housing and Enforcement	to investigate complaints relating to private water supplies	Private Water Supplies	Private Water Supplies Regulations 2016The Private Water Supplies (England) (Amendment) Regulations 2018 The Water Industry Act 1991	service request kept for 6 years, details of sampling, analysis and risk assessment kept for 30 years
88	7:#Housing and Enforcement	to investigate food safety incidents and carry out inspections	Food Safety	Food Safety Act 1990 Food Safety and Hygiene (England) Regulations	6 Years from date of creation
89	7:#Housing and Enforcement	to maintain records of accidents involving premises which we are responsible for enforcing H&S legislation	External Health and Safety	Health and Safety at Work Act 1974	Kept for 6 years
90	7:#Housing and Enforcement	to investigate reports of food poisoning	Infectious Diseases	Public Health (Control of Disease) Act 1974 Health Protection (Notifications) Regulations 2010	6 years from creation
150	7:#Housing and Enforcement	to administer complaints, information and reports on contaminated land	Contaminated Land	Environmental Protection Act 1990Section 78R Public Register	kept indefinitely
1	15:#Finance and Business Support	to process insurance claims	All records relating to the registration of insurance claims	Section 140 of the Local Government Act 1972	Retain from year records created for 6 years

3	15:#Finance and Business Support	to process insurance claims	All records relating to insurance claims made against the Council by officers/third parties	Local Government Act 1972	Retain from date claim settled for 6 years
4	15:#Finance and Business Support	to process insurance claims	All records relating to insurance claims made by the Council against third parties	Local Government Act 1972	Retain from date claim settled for 6 years
81	15:#Finance and Business Support	to process creditor payments and invoicing	Creditors		Retain for 6 years after payment
17	11:#Corporate Policy	To process Freedom of Information Requests.	Freedom of Information Requests		Retain from year records created for 2 years
35	11:#Corporate Policy	Provide advice and requirements to manage and control requests under the FOIA and GDPR	Creation and implementation of policies under General Data Protection Regulations		Retain from date policy expires for 3 years
36	11:#Corporate Policy	To process Subject Access Requests	Subject access requests		Retain from year records created for 2 years
37	11:#Corporate Policy	Provide advice and requirements to manage and control requests under the FOIA and GDPR	Creation of policies to deal with requests under the FOI		Retain from date policy expires for 3 years
123	11:#Corporate Policy	to manage Third Party Data Subject requests	Third Party Data Subject Requests		Retain for 2 years from date the request is closed.
124	11:#Corporate Policy	to manage requests regarding Environmental Information Regulations	Environmental Information Regulations		Retain for 2 years from date request is closed.
169		Notify the ICO of their DPO and to provide the DPO personal information as part of this notification.	ICO Notification of data		Reviewed and updated yearly
189		To record and investigate Data Breaches	Data Breach Management	Limitation Act 1980	6 years Limitation Act 1980 due to the possibility of legal claims
120	14:#Growth and Regeneration	to provide advice and manage enquiries regarding tourism in the district	Tourism		No specific retention requirement
153	14:#Growth and Regeneration	to deliver the Gainsborough Townscape Heritage Initiative consisting of a public consultation, building grants and activities	Townscape Heritage Initiative/LOTS		kept for as long as necessary to fulfil the purpose it was collected for
154	14:#Growth and Regeneration	to manage applications and provide advice regarding funding for businesses	Business Grant Funding		6 years from last payment or as advised by external funding body, if applicable
155	14:#Growth and Regeneration	to respond to enquiries and provide advice to businesses	Business Enquiries		No specific retention requirements
22	22:#Home Choices	to provide a service to safeguarding vulnerable adults and children	Records relating to the safeguarding of individuals		7 years
110	22:#Home Choices	to maintain a Housing Register	Housing Register		7 years due to rules relating to financial assessments and information written off
111	22:#Home Choices	to provide housing advice	Housing Advice		in line with retention schedule 6 years from date of last contact
112	22:#Home Choices	to provide a service aimed at preventing homelessness in the district	Homelessness Prevention		Held by WL for 7 years
113	22:#Home Choices	to manage cases of homelessness	Statutory Homelessness		In line with retention schedule 6 years from last contact
183		Safeguarding Adult Reviews and ensuring the effective co-ordination of services to safeguard adults.	LSAB Safeguarding Requests	<ul style="list-style-type: none"> • Data Protection Act 2018 (DPA 2018) • United Kingdom General Data Protection Regulation (UK GDPR) • The Common Law Duty of Confidence • Crime and Disorder Act 1998 • Criminal Justice Act 2003 • Mental Capacity Act 2005 • Criminal Procedures and Investigations Act 1996 	6 years from the date of sharing
39	7:#Housing and Enforcement	to allow sharing of resident's data in order that they can access the schemes.	Lincs 4 Warmer Homes energy efficiency schemes		kept for current year plus 6 years since last action
40	7:#Housing and Enforcement	to facilitate the process of addressing needs of ASB victims and perpetrators and identify and manage ASB locations.	Anti-Social Behaviour Risk Assessment Conference (ASBRAC)	Crime and Disorder Act 1998 / Common Law Powers of Disclosure / The Rehabilitation of Offenders Act 1974 / Human Rights Act 1998 / General Data Protection Regulations / Data Protection Act 2018 / Children Act 1989 / Housing Act 1988 / Housing Act 1996 / Housing Act 2004 / Anti-Social Behaviour, Crime and Policing Act 2014 / Equality Act 2010 / Police Reform Act 2002 / Localism Act 2013 / Criminal Justice Act 2003 / Police and Criminal Evidence Act 1984	to be kept for no longer than is necessary. Data on E-CINS will be retained for 6 years from creation
78	9:#Planning and Development	To properly enforce planning issues	Planning Enforcement	Town & Country Planning Act 1990	Kept until resolved
92	7:#Housing and Enforcement	To respond to complaints related to empty properties	Empty Homes	Local Government Miscellaneous Provisions Act 1976 Prevention of Damage by Pest Act 1949 Town and Country Planning Act 1990 Acquisition of Land Act 1981 Environmental Protection Act 1990 Anti-social Behaviour, Crime and Policing Act 2014	kept indefinitely - multiple reports can result in compulsory purchase action required numerous years of evidence
93	7:#Housing and Enforcement	to administer a selective licensing scheme for landlords	Selective Licensing	Housing Act 2004Criminal Procedure and Investigations Act 1996	kept for 6 years from last date of licensing scheme
94	7:#Housing and Enforcement	To manage HMO Licensing	HMO Licensing		Retain from year records created for 6 years.
95	7:#Housing and Enforcement	To monitor HMO Standards and Compliance	HMO Standards and Compliance		Retain from year records created for 6 years.
96	7:#Housing and Enforcement	To carry out housing enforcement work	Housing Enforcement		kept for 6 years from the date a report is closed. Court action resulting in land charges will be kept until discharged
97	7:#Housing and Enforcement	to administer grants for housing alterations to provide disabled facilities	Disabled Facilities Grants	Housing Grants Construction and Regeneration Act 1996	Retain from date of last payment of grant for 6 years.
164		to retain historical council housing tenants records of council housing purchasing	Right to Buy Documentation	Housing Act 1985	Kept for 12 years from document date
177		To ensure all checks can be undertaken on the housing in which Ukraine refugees will be coming to under the Governments sponsorship scheme.	Ukraine resettlement		Currently unknown but would put in line with all other housing and Home Choices records of 7 years - However, could be longer if there are other requirements under the National immigration and Asylum Act 2002
190		To ensure employee email accounts are removed from WL servers appropriately following departure from the authority.	Closure of ex-employee email accounts		Email accounts are retained for 30 calendar days following an officer leaving the authority at which point the account is destroyed along with information still within.

98	16:#Licensing	To ensure conveyancing is carried out on behalf of solicitors and agents	Land Charges	Local Land Charges Act 1977 Infrastructure Act 2015	kept for 7 years from completion
33	37:#Lea Fields Crematorium	to provide a cremation service	All records relating to the cremation of a deceased person	Coronavirus Act 2020 - expired with effect from 25/03/22 Cremation (England and Wales) Legislation 2008	Applications kept for 15 years. Cremation Register kept permanently. Payment details kept for 7 years.
165		To supply a personalised leased memorial	All records relating to the person leasing a memorial at Lea Fields		Record of the purchaser to be kept on file for the purpose of managing the duration of the lease and renewal
47	16:#Licensing	to license caravan sites	Caravan Site Licensing	Caravan Sites and Control of Development Act 1960	Duration of licence
48	16:#Licensing	to assess whether individuals are suitable to be licensed hackney carriage/private hire vehicle drivers	Taxi Driver Licensing	Public Health Act 1875 Town Police Clauses Act 1847 and 1889 Local Government (Miscellaneous Provisions) Act 1976 Public Health Act 1875	Copy of paperwork kept for 3 years*; relevant details kept on the database while the individual is licensed. *Right to a licence' immigration ID paperwork kept while the individual is licensed. Any applicants refused a licence, or licensees who have their licence revoked will have their details shared to the NR3 database as per national requirements.
49	16:#Licensing	to license vehicles as hackney carriages / private hire vehicles	Vehicle Licensing	Town Police Clauses Act 1847 and 1889 Local Government (Miscellaneous Provisions) Act 1976 Public Health Act 1875	Copy of paperwork kept for 1 year; relevant details kept on the database while the proprietor is licensed
50	16:#Licensing	to license individuals or companies as a private hire operator	Private Hire Operator Licensing	Town Police Clauses Act 1847 and 1889	Copy of paperwork kept for 5 years; relevant details kept on the database while the individual/company is licensed
51	16:#Licensing	to license individuals for the sale of alcohol	Personal Alcohol Licensing	Local Government (Miscellaneous Provisions) Act 1976 s.120 Licensing Act 2003	Duration of licence
52	16:#Licensing	to license premises for the sale of alcohol/late night refreshment/regulated entertainment	Premises Licensing	Licensing Act 2003	Duration of licence
53	16:#Licensing	to inspect and license premises for licensable activities in relation to animals	Animal Licensing	The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 Dangerous Wild Animals Act 1976 Zoo Licensing Act 1981	Duration of licence
54	16:#Licensing	to license premises for the use of gambling	Gambling Licensing	Gambling Act 2005	Duration of licence
55	16:#Licensing	to register individuals and premises for the purpose of skin piercing	Skin Piercing Registration	Local Government (Miscellaneous Provisions) Act 1982	Copy of paperwork kept for 1 month; relevant details kept on the database while the individual/premises is licensed
57	16:#Licensing	to license sex shops and sexual entertainment venues	Sex Shop Licensing	Schedule 3, Local Government (Miscellaneous Provisions) Act 1982	Copy of paperwork kept for 1 year; relevant details kept on the database while the individual/premises is licensed
58	16:#Licensing	to provide consent and regulate street trading on the A158 and the A57 where the roads pass through West Lindsey	Street Trading Consent	Local Government (Miscellaneous Provisions) Act 1982	Copy of paperwork kept for 1 month; relevant details kept on the database while the individual is licensed
59	16:#Licensing	to license individuals as mobile scrap collectors	Scrap Metal Collector Licensing	Scrap Metal Dealers Act 2013	Copy of paperwork kept for 1 month; relevant details kept on the database while the individual is licensed
60	16:#Licensing	to license premises for the purposes of scrap metal trading	Scrap Metal Site Licensing	Scrap Metal Dealers Act 2013	Duration of licence
61	16:#Licensing	to license individuals to collect on behalf of charitable causes by means of house to house collections and street collections	House to House Collections and Street Collections	House to House Collections Act 1939 House to House Collections Regulations 1947 Police, Factories etc. (Miscellaneous Provisions) Act 1916	Copy of paperwork kept for 1 month; relevant details kept on the database while the individual/society is licensed
62	16:#Licensing	to register charitable causes based in West Lindsey for the purpose of holding lotteries	Lottery	Schedule 11, Part 5, paragraph 42 of Gambling Act 2005	Duration of registration
65	16:#Licensing	to search for relatives and arrange public health funerals where there is no family to do so	Public Health Funerals	Public Health (Control of Diseases) Act 1984	Indefinite
145	16:#Licensing	to maintain cemetery records for Market Rasen and Springthorpe	Cemeteries	The Local Authorities' Cemeteries Order 1977	99 years
147	16:#Licensing	To reunite stray dogs with their owner(s) and rehome any unclaimed dogs	Stray Animals	s.149(3) Environmental Protection Act 1990 (stray dogs should be seized and detained) s.2 The Environmental Protection (Stray Dogs) Regulations 1992 (£25 fine should be issued to the owner for allowing the dog to stray) s.149(5) EPA 1990 (owner required to pay reasonable expenses) The Microchipping of Dogs (England) Regulations 2015 (owner details should be registered on a database to help reunite if the dog goes missing)	7 years
175		to assess whether individuals are suitable to manage a residential caravan/park home site	Caravan Site Fit and Proper Person Registration	The Mobile Homes (Requirement for Managers of Site to be Fit and Proper Person) (England) Regulations 2020	Copy of paperwork kept for 5 years; relevant details kept on a register on our website for 5 years also
184		to ensure applicants have sufficient reading, writing, mathematical and local geographical skills (as a pre-requisite to making an application for a driver licence)	Taxi Driver Knowledge Tests		Copy of paperwork kept for 3 months; name and postcode kept on a list if no application for a licence received in this time. Zoom recordings kept for 3 months.
15	13:#People and Organisation Development	To provide guidance and protect the welfare of employees	A register of complex, difficult or challenging customers		Retain until customer deemed eligible to be removed from register following review
99	13:#People and Organisation Development	To manage the employee recruitment process	Recruitment and Apprentices		Successful applicants - Kept for 13 years after employment ceases. Unsuccessful application - Kept for 6 months following the start date of the successful candidate.
100	13:#People and Organisation Development	To ensure applicants / employees do not have criminal convictions that would prevent them from doing their job.	Disclosure Scotland / DBS Checks		Details kept on Personnel file for 13 years after employment ceases.
163		To manage the employment process.	Employee Information and Personnel Files		Kept for 13 years after ceasing employment
188		To report and investigate accidents	To report and investigate accidents		6 years from date of incident

70	9:#Planning and Development	to provide a planning service	Planning Applications (including Decision Notices and Section 106 Agreements)	Town & Country Planning Act 1990 Listed Buildings and Conservation Areas Act 1990	Kept indefinitely (Planning Register)
71	9:#Planning and Development	to protect trees, groups of trees or woodlands in the interests of amenity	Tree Preservation Orders	Town and Country Planning Act 1990	Kept until order is revoked
73	9:#Planning and Development	to protect areas of special architectural or historical interest	Conservation Areas	Planning (Listed Buildings & Conservation Areas) Act 1990	Until revoked
74	9:#Planning and Development	to protect buildings of special architectural or historical interest	Listed Buildings		Kept indefinitely
76	9:#Planning and Development	Required for the administration and monitoring of charges associated with CIL.	Community Infrastructure Levy (CIL)		Kept indefinitely
77	9:#Planning and Development	To keep a register of individuals and associations of individuals who wish to acquire serviced plots of land to bring forward self-build and custom housebuilding projects.	Self-build and Custom Housebuilding Register		Until a request for removal has been made
161		To facilitate opportunities for individuals and associations of individuals on WLDC's Self-build and Custom Housebuilding Register.	Self-build and Custom Housebuilding Opportunities (Site Submission)		3 years
16	17:#Property and Assets	To keep track of access to the building and for creation of new access fobs	Records relating to Guildhall access		Time that the colleague is employed by a tenant within the Guildhall plus 30 days.
18	15:#Finance and Business Support	to provide assistance for residents who have suffered internal flooding	Property Resilience Fund		6 years from application
28	17:#Property and Assets	To allow tenants of council owned buildings and the general public to report issues with council property for us to rectify.	Records relating to requests for repair and maintenance of council owned properties		Kept for 18 months from date request submitted
103	17:#Property and Assets	To process leases and rent agreements for our properties to a tenant.	Records relating to renting Council owned land and property		End of agreement plus 6 years.
104	17:#Property and Assets	to respond to property and land enquiries	Property and Land Enquiries		3 years from date that query is closed.
105	17:#Property and Assets	Processed by Notts County, Information sharing agreement.	Records relating to car parks and traffic management	Limitation Act 1980 (Section 2) Limitation Act 1980 (Section 8)	6 Years from date of record creation In line with NCC retention schedule 1 year where no recharge is made 6 years where a recharge is made
106	17:#Property and Assets	To organize the booking of meeting rooms for internal and external stakeholders	Meeting room bookings		1 year where no recharge is made 6 years where a recharge is made
107	17:#Property and Assets	To contact, invoice, pay and carry out repairs and maintenance of council owned properties by external contractors	Records relating to repairs and maintenance to council owned properties		Last action or payment plus 6 years
79	18:#Revenues	To collect all sundry debt accounts raised and due to the authority	Sundry Debtors		6 years plus 1
101	18:#Revenues	to administer the collection and enforcement of council tax	Council Tax		Retain from introduction of Council Tax in 1993
102	18:#Revenues	to administer the collection of National Non-Domestic Rates	NNDR		Retain for 6 years plus 1
157	18:#Revenues	to administer collection and enforcement of council tax, business rates, sundry debtor accounts	Employment of external Enforcement Agents		6 years plus 1
158	18:#Revenues	to administer and collect council tax and Non-Domestic Rates	Valuation Tribunal		6 years plus 1
159	18:#Revenues	to administer and collect council tax and Non-domestic rates	Lincolnshire Magistrates Court		6 years plus 1
160	18:#Revenues	to provide data for Crime and Taxation purposes	Police		6 years plus 1
176		To collect data to enable the processing of a Government national initiative to pay an energy rebate to residents based on their council tax band.	Council Tax Energy Rebate Scheme		Retain for the duration of the contract ie: 1 year when all data will be deleted
42	35:#Street Cleansing	to provide a street cleansing service	Street Cleansing	Environmental Protection Act 1990	6 years after last service request
43	35:#Street Cleansing	to provide a market	Markets	Environmental Protection Act 1990	1 year from last date of market trading
116	35:#Street Cleansing	to provide a weed spraying service	Weed Spraying		2 years from date of request
178		WL collect personal contact data in regards to removal of Fly-Tipping and to carry out possible enforcement action	Fly-Tipping	Environmental Protection Act 1990	Data is retained for 6 years at which point it is securely destroyed.
180		To take action against dog fouling	Dog Fouling		6 years after last request
133	2:#Systems Development	to provide a street naming and numbering service	Street Naming and Numbering	Public Health Act 1925 - Section 19 (Adoptive Provision) Town Improvement Clauses Act 1847 Public Health Acts Amendment Act 1907 Local Government Act 2003	Kept for 3 years from application date
27	34:#Trinity Arts Centre	To provide events at the Trinity Arts Centre	Trinity Arts Centre Bookings and Marketing		5 years
14	10:#Waste and Recycling	to provide assisted collection service	Assisted Bin Collections	Environmental Protection Act 1990	Retain for 1 year after service is cancelled
31	36:#Commercial Waste	to provide a commercial waste collection service	Commercial Waste Collection	Environmental Protection Act 1990	1 year after cancellation of service
32	10:#Waste and Recycling	to provide a garden waste collection service	Garden Waste Collection	Environmental Protection Act 1990	Service records kept for 1 year after subscription ends
41	10:#Waste and Recycling	to provide a domestic waste, recycling and garden waste collection service	Domestic Waste Collection	Environmental Protection Act 1990	6 years from last service request
168		To provide a bulky waste collection to customers whom request one.	Bulky Waste Collections		5 years after service provided
179		To remove and take action against litter dropping	Littering		2 years