

COMMUNITY SAFETY			
Reference	Description of Record	Point of Closure	Total Retention Period
CIVIL EMERGENCY PLANNING & RESPONSE			
Information relating to emergency response planning, recovery management, review and exercising and training			
CECR	Emergency Plans & procedures (Excluding Business Continuity & *COMAH & *REPPIR & *MAHP)	End of plan review	3 years
CECR	Emergency Planning Exercising & Training (Excluding Business Continuity & *COMAH & *REPPIR & *MAHP)	End of exercise and training	3 years
CECR	Emergency Planning Exercising & Training (Including Business Continuity) & *COMAH & *REPPIR & *MAHP)	End of exercise and training	3 years
CECR	Emergency Planning Exercising & Training (Excluding Business Continuity)	End of exercise and training	Permanent
CECR	Emergency Plans & procedures (Including Business Continuity)	End of plan review	3 years
CECR	Emergency Plans & procedures (Excluding Business Continuity)	End of plan review	Permanent
CECR	Incident Log and reports and actions	End of review of incident	Permanent
CECR	Post Exercise Review (Including reports & actions)	End of exercise	Permanent
COMPLAINT INVESTIGATION & ENFORCEMENT			
Information relating to complaint investigation, operations, intelligence gathering and prosecution			
ECS	Enquiries not resulting in formal investigation/simple caution or court proceedings	End of enquiry	3 years
ECS	Environmental Protection Investigations and Enforcement (Noise etc)	Completion of Investigation	6 years
ECS	Trading Standards Complaint Investigation	Completion of Investigation	6 years
FOOD PREMISES INSPECTION & MONITORING			
Information relating to the inspection of food premises			
ECS	Food Premise/Hygiene Inspection (Including health certificates)	Completion of Inspection	6 years
ECS	Food Standard Agency Direction	When direction is superseded	6 years
PEST CONTROL INSPECTION, MONITORING & REMOVAL			

Reference	Description of Record	Point of Closure	Total Retention Period	
Information relating to the removal of pests				
ECS	Pest Control Services	When treatment is	6 years	
SAFETY REGISTRATION & LICENSING				
Information relating to registration, certification and licensing				
ECS	Adult Gaming Centre Licence	Expiry of Licence	6 years	
ECS	Animal Boarding Establishment Licence (Business & Home Boarding)	Expiry of Licence	6 years	
ECS	Betting Premise Licence	Expiry of Licence	6 years	
ECS	Bingo Premise Licence	Expiry of Licence	6 years	
ECS	Caravan & Camping Site Licence	Expiry of Licence	6 years	
ECS	Caravan & Camping Sites Register	None	Continuously updated	
ECS	Casino Premise Licence	Expiry of Licence	6 years	
ECS	Cooling Tower Register (Register of locations of air cooling towers and evaporative condensers)	None	Continuously updated	
ECS	Dangerous & Wild Animals Licence	Expiry of Licence	6 years	
ECS	Dog Breeders Licence	Expiry of Licence	6 years	
ECS	Dog Register (Abandoned & stray dogs)	End of financial year	5 years	
ECS	Family Entertainment Centre Licence	Expiry of Licence	6 years	
ECS	Food Premises Register (Listing of licensed food premises)	None	Continuously updated	
ECS	Gambling Premises Register (Including Temporary Event Notices)	None	Continuously updated	
ECS	Gaming Machine Permit	Expiry of	6 years	
ECS	Hackney Carriage & Private Hire Drivers DVLA Mandate	1 year after receipt	6 years	
ECS	Hackney Carriage & Private Hire Drivers Licence	Expiry of Licence	6 years	
ECS	Hackney Carriage & Private Hire Drivers Medical Form	When superseded	6 years	

Reference	Description of Record	Point of Closure	Total Retention Period	
ECS	Hackney Carriage & Private Hire Licensed Vehicles & Drivers Register	None	Continuously updated	
ECS	Hackney Carriage & Private Hire Vehicle Licence	Expiry of Licence	6 years	
ECS	House to House Collection Permit	Expiry of	6 years	
ECS	Licensing Register (Alcohol & Entertainment Licensing)	None	Continuously updated	
ECS	Lottery Permit	Expiry of	6 years	
ECS	Performing Animals Register	None	Continuously updated	
ECS	Personal Licence	Expiry of Licence	6 years	
ECS	Personal Licence Applicants Disclosure Check	months from receipt of application	6 years	
ECS	Pet Shop Licence	Expiry of Licence	6 years	
ECS	Petroleum Site Certificate	12 months from cessation of petroleum storage on site	Permanent	
ECS	Poultry Register (Voluntary Registration Scheme for fewer than 50 birds)	None	Continuously updated	
ECS	Premise Licence/Club Premise Certificate (Grant & Variation)	Expiry of Licence/Certificate	6 years	
ECS	Premise Licence Interim Authority	2 months after receipt	6 years	
ECS	Premise Licence Notification of Interest	1 year after receipt	6 years	
ECS	Premise Licence Holder Transfer	Expiry of Licence	6 years	
ECS	Premise Licence Variation (Variation to premise or Designated Premises Supervisor (DPS))	Expiry of Licence	6 years	
ECS	Private Hire Operators Licence	Expiry of Licence	6 years	
ECS	Quality Management System (Documented processes & procedures for the Trading Standards & Licensing functions)	When superseded	6 years	

Reference	Description of Record	Point of Closure	Total Retention Period	
ECS	Riding Establishments Licence	Expiry of Licence	6 years	
ECS	Scrap Metal Dealers Licence (Collectors & Sites)	Expiry of Licence	6 years	
ECS	Scrap Metal Dealers Register	None	Continuously updated	
ECS	Sex Establishment Licence (Cinemas, Sexual Entertainment Venues & Shops)	Expiry of Licence	6 years	
ECS	Street Collection Permit (Collection of money/selling in a public place for the benefit of charity)	Expiry of Permit	6 years	
ECS	Street Trading Consent	Expiry of Consent	6 years	
ECS	Temporary Event Notice (Late or Standard)	Expiry of Notice	6 years	
ECS	Temporary/Occasional Use Notice	Expiry of Notice	6 years	
ECS	Track Betting Premise Licence	Expiry of Licence	6 years	
ECS	Weighbridge Operators Certificate	Valid for duration of certificate holders life	Indefinite	
ECS	Zoo Licence	Expiry of Licence	6 years	
SAMPLE & PRODUCT TESTING				
Information relating to testing and analysis of samples and products				
ECS	Private Water Supplies (Register of private supplies in area, risk assessments, sampling and analysis)	Completion of Sampling & Analysis	30 years	
ECS	Weights & Measures Pattern Approval	Expiry of Pattern Approval	Permanent	
ECS	Weights & Measures Test Results (Bulk Fuel Tankers & Scales)	Completion of Test	6 years	