

HOUSING

Reference	Description of Record	Point of Closure	Retention
ADVICE & SUPPORT			
Information relating to the provision of housing advice and support			
CAH	Advice on applying for social housing, homelessness and help and advice for homeowners, private landlords and tenants in privately rented housing	When case is closed	7 years
CAH & ECS	Household Repairs (HandyVan Service)	Once work complete	6 years
ENFORCEMENT			
Information relating to the assessment of standards and enforcement			
ECS	Assessment of housing standards and information about any enforcement action	Once enforcement is complied with	6 years
HOUSING PROVISION			
Information relating to the assessment of standards and enforcement			
CAH	Allocations (Information relating to the process of allocating property to applicants on the waiting list)	When household rehoused through register	7 years
CAH	Housing advice & homelessness including provision of emergency accommodation for homeless households	When permanently housed	7 years
ECS	Housing Enabling (Capital Programme)	End of financial year	7 years
ECS	Housing Enabling (Partnership Selection)	Six months from selection date	7 years
ECS	Housing Enabling (Schemes)	Completion of scheme	7 years
CAH	Housing Stock (Information on amount and type of housing stock required)	After last use of survey	3 years

Reference	Description of Record	Point of Closure	Retention
CAH	Leases with Private Landlords	Cessation of lease	7 years (after final tenancy ends)
CAH	SG Homes (South Gloucestershire Council's internal social lettings agency)	When permanently housed	7 years
CAH	Tenancy Start Up or Non Priority Bond Scheme Loans	Repayment of loan	7 years
HOUSING STOCK			
Information relating to the provision of grants, maintenance/adaptations to housing stock and			
ECS	Disabled Facilities Grants	On completion of Works (Certified date) and closure of Grant	10 years
ECS	Empty Homes Action	Occupation or demolition of property	6 years
ECS	Energy Efficiency Grants & Advice (Delivered on our behalf by Severn Wye Energy Agency) (SWEA)	SWEA provide advice under Warm & Well (Consortium) and hold the data	6 years
ECS	Maintenance of Domestic Stair Lifts	When stair lift is removed	6 years
ECS	Private Sector Renewal & Adaptation	Completion of assistance through delivery of grant or loan	6 years