

TRANSPORT & INFRASTRUCTURE			
Reference	Description of Record	Point of Closure	Total Retention Period
HIGHWAY ADOPTION & DEDICATION			
Information relating to the administration of developer agreements and highway dedication			
ECS	Section 38 Agreement (Correspondence relating to the negotiation, making of agreement and obligation compliance monitoring)	When road adopted or close of case	7 years
ECS	Section 278 Agreement (Correspondence relating to the negotiation, making of agreement and obligation compliance monitoring)	When road adopted or close of case	7 years
HIGHWAY ASSET MANAGEMENT			
Information relating to traffic and asset data management			
ECS	Highway Reclassifications	None	Indefinite
ECS	Structures Asset Register (Including associated assessments, inspections and maintenance)	None	Indefinite
HIGHWAY MAINTENANCE			
Information relating to reporting of faults, requests for service, safety and condition inspections and maintenance			
ECS	Emergency Plans (Including Winter Maintenance Plan)	When superseded	Review annually and dispose of if superseded
ECS	Flood Risk Asset Register (Including associated assessments, inspections and maintenance)	None	Indefinite
ECS	Highway Inspections (Including Highway Safety Inspections)	When inspection is completed	18 years
ECS	Maintenance of Highways & Community Open Spaces (Reports from members of the public)	When issue resolved	6 years
ECS	Street Lighting Electrical Inspection Test Results (Undertaken every eight years)	When test is completed	16 years
ECS	Street Lighting Job Tickets & Works Orders	End of financial year	6 years
ECS	Street Lighting Structural Inspections (Undertaken every two years)	When inspection is completed	6 years
ECS	Treatment Assessments	When work is completed (within Capital Programme)	18 years
HIGHWAY SCHEME DELIVERY			
Information relating to the delivery of highway schemes			
ECS	Highway Scheme Delivery (Consultation, responses, general correspondence associated with the delivery of schemes)	Completion of scheme	Permanent
HIGHWAY WORKS REGULATION			
Information relating to the regulation and co-ordination of works on the highway			
ECS	Licences	Expiry of licence	1 year

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ECS	Traffic Enforcement Order	Once enforcement has been complied with	50 years after enforcement notice, 3 years after compliance with enforcement notice

PASSENGER TRANSPORT CONCESSIONS & PROVISION

Information relating to the provision of community transport, including route planning, scheduling and capacity management and travel concessions

CECR	Blue Badge Application Forms	Upon issue of badge	Indefinite
CECR	Diamond/Platinum Travel Card Concessions (Application Forms, general correspondence)	Upon issue of card	3 months
ECS	Passenger Transport Provision (Pupil) (Travel to School Assistance for 5-16 and post 16 year olds)	End of service provision	Until pupil reaches 32 years of age
ECS	Passenger Transport Provision (Non Pupil) (Working Files)	End of service provision	12 months

RIGHTS OF WAY NETWORK MANAGEMENT

Information relating to the management of public rights of way

ECS	Advisory Guidance (Publicity and promotion of routes)	When superseded	Review annually and dispose if superseded
ECS	Definitive Map Modification Orders & Register of Definitive Map Modification Applications and Orders	None	Permanent
ECS	Definitive Map & Statement	Continually reviewed	Permanent
ECS	Enforcement & maintenance of public paths (Includes notices, job sheets and risk assessments)	Once enforcement or maintenance is complete	3 years
ECS	Enquires & Parish Liaison (General correspondence)	Once enquiry/liaison complete	Permanent
ECS	Landowner & Highway Statements (Statement & Map) Register of Landowner Statements (Declarations, Maps & Statements)	When statement no longer live	20 years
ECS	Planning Application Consultation Responses from PROW	When consultation period has expired	Review annually and retain any complex responses
ECS	Public Path Orders	Once order becomes operative	Permanent
ECS	Searches (Undertaken for Landowners & Solicitors)	Financial year in which search is complete	6 years

TRAFFIC MANAGEMENT

Information relating to congestion management and traffic incident management

ECS	Traffic Incident Report Forms (Including out of hours)	When incident closed	Permanent
ECS	Traffic Signals (Dyyniq)	When job complete	18 years