

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
<b>10. Environmental Protection</b>	General information on environmental protection.				
Advice	Documentation relating to advice given.				
Biodiversity	Information regarding biodiversity.	Permanent - offer to archivist after administrative use	CWAC retention based on good practice	Not Protectively Marked	
Campaigns	Documentation regarding campaigns specifically concerning environmental protection.	Permanent - offer to archivist after administrative use	CWAC retention based on good practice	Not Protectively Marked	
Conservation	Information about conservation.				
Archaeological services	Provision of archaeological services and consultancy to both commercial and public sector clients in the local area. <ul style="list-style-type: none"> <li>Client case files</li> </ul>	Termination of contract + 6 years	Limitations Act, 1980	Not Protectively Marked	
Countryside conservation	Documentation relating to the management of the countryside.	Permanent - offer to archivist after administrative use	LGCS	Not Protectively Marked	
Forest management	Documentation relating to the	Permanent - offer to	LGCS	Not	

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	management of forests.	archivist after administrative use		Protectively Marked	
Heritage conservation	Documentation looking specifically at heritage conservation.	Permanent - offer to archivist after administrative use.	LGCS	Not Protectively Marked	
Nature conservation	Documentation looking specifically at nature conservation.	Permanent, offer to archivist after administrative use	LGCS	Not Protectively Marked	
Urban conservation	Documentation relating to conservation in towns and cities.	Permanent, offer to archivist after administrative use	LGCS	Not Protectively Marked	
Woodland management	Documentation relating to the management of woodland.	Permanent, offer to archivist after administrative use	LGCS	Not Protectively Marked	
Monitoring	Information on monitoring the environment.				
Coastal erosion	Data and information on coastal erosion.	Permanent, offer to archivist after administrative use	LGCS	Not Protectively Marked	
Environmental impact assessment	Documentation relating to environmental impact assessments.	Permanent, offer to archivist after administrative use	LGCS	Not Protectively Marked	

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Environmentally sensitive areas	Data held concerning environmentally sensitive areas.	Permanent, offer to archivist after administrative use	LGCS	Not Protectively Marked	