

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
13. Housing	The council's statutory responsibility for housing.				
Advice	Provision of housing advice.				
Advice to homeowners and tenants	Help and advice to private tenants or landlords.	Destroy - 7 years from closure	CWAC retention based on good practice	Protect	
Enforcement	The enforcement of housing standards within the local area.				
Assessment housing standards	Assessment of housing standards.	Destroy - 7 years from closure	CWAC retention based on good practice	Not Protectively Marked	
Safety inspections	Safety inspections on homes in multiple occupation.	Destroy - 7 years from closure	CWAC retention based on good practice	Protect	
Estate management	Documentation on the management of housing estates.				
Business premises	Documentation relating to the inspection and monitoring of the environment of business premises.	Destroy - 7 years from closure	CWAC retention based on good practice	Protect	
Car parking surveys	Documentation relating to the inspection and monitoring of the environment of council estate car parking.	Destroy - 7 years from closure	CWAC retention based on good practice	Protect	
Garage application	Applications for garage space.	Destroy - 12 years from closure	CWAC retention based on good practice	Protect	

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Garage application	Applications for garage space.	Destroy - 12 years from closure	CWAC retention based on good practice	Protect	
Garage rental	Documentation relating to garage rental and allocation. <ul style="list-style-type: none"> Tenant file 	Destroy 12 years from termination of tenancy	Common Practice, RMS p.31	Protect	
Housing inspections	Documentation relating to the inspection and monitoring of the environment of the council housing estate.	Until superseded	CWAC retention based on good practice	Protect	
Neighbour disputes	Documentation relating to the resolution of neighbour disputes involving council tenants.	Destroy 7 years after last action	CWAC retention based on good practice	Confidential	
Housing provision	Information relating to the provision of housing.				
Allocations	Information relating to the process of allocating property (homes and garages) to applicants on the waiting list.	Destroy - 10 years from closure	CWAC retention based on good practice	Confidential	
Assessment housing needs	Assessment of whether applicant is eligible for services or judgement about what service we should provide.	Destroy - 7 years from closure	CWAC retention based on good practice	Confidential	
Homelessness	Process in providing short term and emergency accommodation for homeless people.	Until superseded	CWAC retention based on good practice	Confidential	

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Hostel providers	Documentation relating to hostel providers and youth hostels in general.	Destroy - 7 years from closure	CWAC retention based on good practice	Not protectively marked	
Housing applications	Documents related to housing applications - successful	Placed on tenancy files	CWAC retention based on good practice	Confidential	
Housing applications unsuccessful	Documents related to unsuccessful housing applications <ul style="list-style-type: none"> • Council housing applications forms • Application for transfer of tenancy and supporting documents 	Destroy - 7 years from closure	RGLA 3.27	Confidential	
Housing applications register	The register of individual housing applications. <ul style="list-style-type: none"> • Council housing register 	Permanent - offer to archivist	RGLA 3.26	Protect	
Housing exchanges	Current register of properties available for exchange. <ul style="list-style-type: none"> • Mutual exchange list 	Destroy - 7 years from closure	CWAC retention based on good practice	Not protectively marked	
Housing stock requirements	Information on amount and type of housing stock required. <ul style="list-style-type: none"> • Stock monitoring records 	Destroy - 4 years after last action	RGLA 8.10	Not protectively marked	

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Landlord accreditation	Landlord accreditation schemes. List of accredited landlords and accredited properties	Maintain current	CWAC retention based on good practice	Not protectively marked	
Sheltered housing	Information on the provision of sheltered housing.	Until superseded	CWAC retention based on good practice	Not protectively marked	
Housing stock	Information relating to housing stock. Property may be identified by address and by the UPRN.				
Demolition	Demolition of housing stock. <ul style="list-style-type: none"> Property file 	Destroy 12 years from demolition	Limitation Act 1980	Not protectively marked	
Emergency maintenance	Emergency or unplanned maintenance to council housing. <ul style="list-style-type: none"> Property file 	Life of property plus 12 years	Limitation Act 1980	Not protectively marked	
Housing grants over £50,000	Documentation relating to housing grants. <ul style="list-style-type: none"> Property file Grants over £50,000 	Destroy - 12 years after last payment	Limitations Act 1980. RGLA 7.19	Protect	
Housing grants under £50,000	Documentation relating to housing grants. <ul style="list-style-type: none"> Property file Grants under £50,000 	Destroy - 6 years after last payment	Limitations Act 1980. RGLA 7.19	Protect	

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Leases	Documentation relating to leases. <ul style="list-style-type: none"> Property file 	Destroy 15 years after expiry of lease	CWAC retention based on good practice	Protect	
Planned maintenance	Program of maintenance to council housing over the next maintenance period. <ul style="list-style-type: none"> Property file 	Maintain current	CWAC retention based on good practice	Not protectively marked	
Private housing grants	Provision of grant assistance to improve the condition of private housing.	Destroy - 5 years after closure	Housing Grants, Construction & Regeneration Act 1996	Protect	
Property adaptations	Details of properties adapted to clients' needs.	Destroy - 5 years after closure	Housing Grants, Construction & Regeneration Act 1996	Not protectively marked	
Repairs and renovation	Documents relating to repairs and renovations of housing.	Destroy - 5 years after closure	Housing Grants, Construction & Regeneration Act 1996	Not protectively marked	
Risk assessment	Register of asbestos in council housing. <ul style="list-style-type: none"> Asbestos Register 	Destroy - 50 years from last action or age 75 years from date of birth (greater)	Control of Asbestos at Work Regulations 1987. RGLA 9.4	Not protectively marked	

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Unauthorised occupants	Squatters and unauthorised occupants.	Destroy - 7 years after closure	CWAC retention based on good practice	Not protectively marked	
Managing tenancies	Information relating to the tenancy.				
Adaptations	Discretionary assistance to disabled and elderly council tenants for their dwellings and gardens outside of normal tenancy arrangements.	Destroy - 5 years after closure	Housing Grants, Construction & Regeneration Act 1996	Confidential	
Adaptations grants	Provision of grant assistance to the adapting of homes.	Destroy - 5 years after closure	Housing Grants, Construction & Regeneration Act 1996	Protect	
Advice	Advice given to council tenants.	Destroy - 7 years after closure	CWAC retention based on good practice	Not protectively marked	
Agreements Ordinary Tenancy	Documentation relating to the tenancy agreement.	Destroy - 6 years after tenancy has expired	Limitations Act 1980	Confidential	
Agreements Under Seal	Documentation relating to the tenancy agreement.	Destroy - 12 years after tenancy has expired	Limitations Act 1980	Confidential	

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Approving alterations	Permission requested by tenants to undertake alterations.	Destroy 12 years from termination of tenancy	RMS p.31	Protect	
Breaches	Documentation relating to the notification and enforcement of breaches of council tenancy agreements. Includes rent arrears.	Destroy 12 years from termination of tenancy	RMS p.31	Confidential	
Evictions	Documentation relating to evictions of specific tenants.	Destroy 12 years from termination of tenancy	RMS p.31	Confidential	
Housing repairs	Housing repairs documentation relating to specific properties.	Destroy 12 years from termination of tenancy	RMS p.31	Not protectively marked	
Insurance	Contents insurance for council tenants.	Destroy 12 years from termination of tenancy	RMS p.31	Protect	
Rent arrears	Documentation relating to rent arrears.	Destroy - 7 years after closure	RGLA 7.18	Confidential	
Rent setting	Documentation relating to rent setting of housing.	Destroy after 12 years	CWAC retention based on good practice	Not protectively marked	

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Right to buy	Documentation relating to tenants statutory right to purchase council housing.	Destroy - 12 years after sale of house	RGLA 7.17	Confidential	
Temporary accommodation	Provision of temporary accommodation.	Destroy - 7 years after closure	CWAC retention based on good practice	Protect	
Tenancies	Personal details relating to tenancies held.	Destroy 12 years from termination of tenancy	RMS p.31	Protect	
Welfare services	Services associated with disadvantaged persons to enable them to continue living in their homes/community.	Destroy 12 years from termination of tenancy	RMS p.31	Protect	