

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
20. Planning and Building Control	Planning information and documentation relating to town and country planning legislation.				
Building Control	Documentation relating to the enforcing of building regulations.				
Building control application processing (including listed or other significant buildings)	Documentation relating to the processing of building control applications. <ul style="list-style-type: none"> Application files containing application, validation notice, correspondence, drawings, location plans, structural calculations, decision notices, record cards, inspection reports and contravention notices. 	Destroy after 3 years if rescinded, otherwise permanent – offer to County Archivist, after administrative use is concluded	LGCS v2.03 PAGE 131	Not Protectively Marked	
Application processing	Pre-application discussion. Correspondence before an application is submitted.	Destroy – 6 years from last action (if planning application not received)	CWAC retention based on good practice	Protect	

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Building regulations	Documentation relating to the processes of regulating the planned use of land or buildings and inspecting building work for the purposes of ensuring compliance.	Permanent – offer to County Archivist after administrative use is concluded	CWAC retention based on good practice	Not Protectively Marked	
Registration	Building control register. Building control register sheets.	Permanent - offer to County Archivist after administrative use is concluded	RGLA 10.8	Protect	
Unauthorised works	Information relating to unauthorised works.	Permanent – offer to County Archivist after administrative use is concluded	CWAC retention based on good practice	Protect	
Covenant Control	Information relating to covenanted properties.				
Policies	Information relating to policies.	Permanent – offer to County Archivist after administrative use is concluded	CWAC retention based on good practice	Not Protectively Marked	
Covenant controls	Covenant control files containing applications, correspondence, drawings and notices.	Permanent – offer to County Archivist	CWAC retention based on good practice	Protect	

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Development Control	Information on planning applications, enforcing restrictions and maintaining public registers to enforce local strategy.				
Application processing	Application files containing application letters and forms, certificates, location plans, drawings, site correspondence, reports, photographs and s.106 agreements. Planning appeals files.	Permanent – offer to County Archivist after administrative use is concluded	CWAC retention based on good practice	Protect	
Application processing	Decision notices on planning applications.	Permanent - offer to County Archivist after administrative use is concluded	RGLA 10.6	Not Protectively Marked	
Application processing	Pre-application discussion documentation relating to a specific building.	Destroy – 6 years from last action (if planning application not received)	CWAC retention based on good practice	Protect	
Conservation areas	Historically listed buildings. Information regarding specific sites and monuments. <ul style="list-style-type: none"> • Sites and Monuments Register 	Permanent – offer to County Archivist, after administrative use is concluded	RGLA 10.3	Not Protectively Marked	

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Enforcement	Information relating to the process of the enforcement of demolition guidelines and laws. <ul style="list-style-type: none"> Enforcement notices. 	Destroy 3 years after compliance with enforcement notice	RGLA 10.13	Protect	
Hedges	Actions to resolve disputes over evergreen hedges.	Destroy - 7 years after last action	CWAC retention based on good practice	Protect	
Registration	Registers relating to Development Control: <ul style="list-style-type: none"> Planning Register Register sheets including Application Register Decision Register Consultation Register Enforcement Register Section106 Register Tree Works Register 	Permanent - offer to County Archivist once the register has been completed (or at arranged intervals if it is held electronically)	RGLA 10.6	Protect	
Planning obligations	Documentation relating to planning obligations.	Permanent – offer to County Archivist after administrative use is concluded	RGLA 10.1	Not Protectively Marked	
Trees	Tree works. Information containing reference to listed tree-life.	Destroy - 5 years after application decision	LGCS v2.03 PAGE 131	Not Protectively Marked	

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Trees	Tree preservation orders.	Permanent - offer to County Archivist after administrative use is concluded	RGLA 10.7	Not Protectively Marked	
Forward Planning	Planning future development.				
Economic regeneration	Information on activities to support economic regeneration in the local area.	Permanent – offer to County Archivist after administrative use is concluded	RGLA 10.1	Not Protectively Marked	
Heritage listing	The consolidated listing of heritage buildings and sites.	Permanent – offer to County Archivist, after administrative use is concluded	RGLA 10.3	Not Protectively Marked	
Housing development	Documentation related to social housing development.	Permanent - offer to County Archivist after administrative use is concluded	RGLA 10.6	Not Protectively Marked	
National planning policy	National planning policy information.	Permanent – offer to County Archivist after administrative use is concluded	RGLA 10.1	Not Protectively Marked	

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Natural environment	Information on agriculture, countryside, nature reserves and protected sites. <ul style="list-style-type: none"> • Policies 	Permanent - offer to County Archivist after administrative use is concluded	RGLA 10.7	Not Protectively Marked	
Natural environment	The process of maintaining the countryside and developing open spaces for public amenity.	Destroy - 7 years after administrative use concluded	RGLA 10.7	Not Protectively Marked	
Planning schemes	The process of receiving, considering and responding to submissions and objections to planning schemes and amendments. <ul style="list-style-type: none"> • Waste planning application consultation • Mineral planning application consultation • Objections • Inquiries – public etc • Archaeological, advice/conditions 	Destroy 15 years after decision. Offer controversial or high profile schemes to County Archivist	RGLA 10.5	Protect	
Regional plan	Mineral Plan. Waste Plan.	Permanent – offer to County Archivist after administrative use is concluded	RGLA 10.4	Not Protectively Marked	

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Regional plan	Structure Plan. Local Plan.	Permanent - offer to County Archivist when plan superseded	RGLA 10.1	Not Protectively Marked	
Sustainable development	Information on biodiversity, flooding and pollution.	Permanent - offer to County Archivist after administrative use is concluded	CWAC retention based on good practice	Not Protectively Marked	
Urban centre planning	<p>The activity of consultation to gain approval for the Structure Plan (Unitary Development Plans) or Local Plans.</p> <ul style="list-style-type: none"> • Consultation documents and replies • Inquiries and objections made by members of the public • Public Inquiry documents 	Permanent – offer to County Archivist for review after 3 years	RGLA 10.2	Not Protectively Marked	