

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
25. Waste Management	The management of waste in the local area. Includes collection, recycling and waste sites.				
Fly tipping	Information related to fly tipping.				
Fly tipping	Dumped rubbish which varies in size from a single bin bag to several truck loads of construction waste.	Destroy - after 7 years	Refuse Disposal (Amenity) Act 1978 & Limitations Act 1980	Protect	
Street cleaning	Information on street cleaning.				
Pest control	The management and control of pests.	Review after 6 years	CWAC retention based on good practice	Protect	
Road cleansing	The cleaning of public roadways.	Destroy - after 7 years	CWAC retention based on good practice	Not protectively marked	
Waste collection	Information on waste collection.				
Abandoned vehicles	A vehicle which deemed to have been abandoned by its owner, as defined in the Refuse Disposal Amenity act 1978 and the Clean Neighbourhoods Act 2005.	Destroy - 2 years after last action	CWAC retention based on good practice	Confidential	
Bulk	The disposal of commercial waste, as defined in the Environmental Protection Act 1990.	Destroy - after 7 years	RGLA 9.27	Confidential	

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Controlled arrangements	<p>The disposal of hazardous waste as defined in the Hazardous Waste Directive 2005 and the European Waste Catalogue</p> <ul style="list-style-type: none"> • Arrangements for 	Destroy - 6 years after last action	<p>RGLA9.27 Business case (Insurance & Risk Manager) Documents relating to collection, disposal & storage should be retained permanently in accordance with H&S 12-3-6</p>	Confidential	
Controlled collection	<p>Documents relating to the disposal of hazardous waste as defined in the Hazardous Waste Directive 2005 and the European Waste Catalogue</p> <ul style="list-style-type: none"> • Collection information • Disposal information • Storage information 	Permanent – offer to archivist	<p>Business case (Insurance & Risk Manager) Documents relating to collection, disposal & storage should be retained permanently in accordance with H&S COSSH 2002</p>	Confidential	
Domestic	The process of arranging the collection or transportation of household waste.	Destroy - 2 years after last action	RGLA9.26	Protect	
Trade	The process of arranging the collection or transportation of trade waste.	Destroy - 6 years after last action	CWAC retention based on good practice	Protect	

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Waste disposal	Information on the disposal of waste.				
Waste sites management	Information on waste disposal sites and their management.	Permanent - offer to archivist	RGLA9.28	Not protectively marked	
Waste sites short term storage	Information on sites used for the short term storage of waste.	Destroy - 10 years after site closure	RGLA9.29	Not protectively marked	
Waste sites equipment	Information on the equipment installed at waste sites and its operation.	Destroy - 6 years after closure	CWAC retention based on good practice	Not protectively marked	
Waste sites inspections	Records of inspections of waste sites.	Destroy - 6 years after inspection	CWAC retention based on good practice	Protect	
Waste sites permits	Permits issued covering the use of waste sites.	Destroy - 7 years after permit expires	CWAC retention based on good practice	Protect	
Waste sites development	A plan held by local and regional authorities detailing the provisions for current and future waste management activities.	Permanent - offer to archivist	RGLA 9.30	Not protectively marked	

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Waste reduction	Information on reducing the amount of waste.				
Composting	The treatment of biodegradable waste to produce a product that can be reused as either compost or a soil improver.	Destroy - 5 years after closure	CWAC retention based on good practice	Not protectively marked	
Recycling	The establishment of public recycling receptacles.	Destroy - 5 years after closure	CWAC retention based on good practice	Not protectively marked	