

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
4. Consumer Affairs	Documentation created as part of the trading standards and environmental health function. Cases may be organised by a simple unique numbering sequence such as the company registration number.				
Advice and Campaigns	Documentation relating to advice given to and from consumer affairs, and information relating to campaigns within consumer affairs.				
Advice	Documentation relating to advice given to and from consumer affairs. Information relating to campaigns within consumer affairs.	Destroy - 7 years after creation	LGCS v2.03 PAGE 93		

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Enforcement	Enforcement of trading standards/environmental health.				
Prosecution of offences	Documentation relating to enforcement action on: <ul style="list-style-type: none"> • Case files – organisation • Prosecution/sanction files • Dangerous and wild animals • Health and safety at work • Inspection of premises, individuals or organisations carried out • Weights and measures 	Destroy - 7 years from completion of investigation	Police and Criminal Evidence Act 1984 and LGCS v2.03, PAGE 93 and RGLA 9.21	Protect	
Environmental Health	Information related to the environmental health function.				
Animal control	Information on activities to reduce the risk to human health from domesticated animals and/or the premises where they are kept, to prevent nuisance from pet animals or from the keeping or boarding of pet animals and to reduce the risk to animal health arising from commercial keeping of pet or similar non-livestock animals.	Destroy – 7 years from last action	RGLA 9.20	Not Protectively Marked	

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Dog warden	Records produced by the dog warden relating to stray, nuisance or mistreated dogs.	Review – 7 years from last action	CWAC retention based on good practice	Protect	
Repatriation of deceased persons	Issuing of Cadaver Certificates. <ul style="list-style-type: none"> • Cadaver Certificates 	Destroy 7 years after last action	RGLA 5.2	Not Protectively Marked	
Investigations, inspections and monitoring	Investigations, inspections and monitoring of premises, individuals or organisations.				
Inspections (equipment)	Inspection of premises, individuals or organisations carried out. <ul style="list-style-type: none"> • Case files – organisation • Equipment inspection records 	Destroy - 6 years after disposal of the equipment	LGCS v2.03 PAGE 93	Protect	
Inspections (food hygiene)	Documentation regarding inspections made on establishments concerning food hygiene standards. <ul style="list-style-type: none"> • Case files – organisation • Food standards inspection forms 	Destroy - 7 years after inspection	LGCS v2.03 PAGE 93	Protect	

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Investigations (food hygiene)	Process of investigation of a possible infringement in this area (as above, food). <ul style="list-style-type: none"> Case files - organisation 	Destroy – 7 years from last action	RGLA 9.20	Confidential	
Investigations (nuisances, animals)	Investigations and reports on complaints regarding animals. Nuisances. <ul style="list-style-type: none"> Case files – organisation 	Destroy – 7 years from last action	RGLA 9.20	Protect	
Monitoring (nuisances, animals)	The process of monitoring various aspects within this area (as above, nuisances, animals). <ul style="list-style-type: none"> Case files - organisation 	Destroy – 7 years from last action	RGLA 9.20	Not Protectively Marked	
Monitoring (air pollution)	Monitoring concerning pollution of the air. <ul style="list-style-type: none"> Case files – organisation 	Destroy – 7 years from last action	RGLA 9.20	Protect	
Monitoring (animal health)	Monitoring of the health and well being of animals. <ul style="list-style-type: none"> Case files – organisation 	Destroy – 7 years from last action	RGLA 9.20	Protect	
Monitoring (food hygiene)	Monitoring of food hygiene. <ul style="list-style-type: none"> Case files – organisation 	Destroy – 7 years from last action	RGLA 9.20	Protect	
Monitoring (food hygiene, home care)	Monitoring of food hygiene within home care programmes. <ul style="list-style-type: none"> Case files – organisation 	Destroy – 7 years from last action	RGLA 9.20	Protect	

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Monitoring (food safety)	The monitoring of food safety. <ul style="list-style-type: none"> Case files – organisation 	Destroy – 7 years from last action	RGLA 9.20	Protect	
Monitoring (food standards)	Monitoring of food standards. <ul style="list-style-type: none"> Case files - organisation 	Destroy – 7 years from last action	RGLA 9.20	Protect	
Monitoring (hazardous substances)	Monitoring of hazardous substances. <ul style="list-style-type: none"> Case files – organisation 	Destroy – 7 years from last action	RGLA 9.20	Protect	
Monitoring (land pollution)	Monitoring of pollution of land. <ul style="list-style-type: none"> Case files - organisation 	Destroy – 7 years from last action	RGLA 9.20	Protect	
Monitoring (pollution)	Monitoring of the spread and containment of pollution. <ul style="list-style-type: none"> Case files - organisation 	Destroy – 7 years from last action	RGLA 9.20	Protect	
Monitoring (private water supplies)	Monitoring the quality and safety of private drinking water supplies. <ul style="list-style-type: none"> Case files - organisation 	Destroy – 7 years from last action	RGLA 9.20	Protect	
Monitoring (river pollution)	Monitoring of the contamination of rivers. <ul style="list-style-type: none"> Case files - organisation 	Destroy – 7 years from last action	RGLA 9.20	Protect	
Monitoring (weights and measures)	Weights and measures. The monitoring of business and industry. <ul style="list-style-type: none"> Case files - organisation 	Destroy – 7 years from last action	RGLA 9.20	Protect	

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Monitoring (swimming pools)	Monitoring of swimming pool safety and hygiene standards. <ul style="list-style-type: none"> Case files – organisation 	Destroy – 7 years from last action. Business case - risk management Retain for 23 years from date of birth - MINORS	RGLA 9.20 Business case - (Insurance & Risk Manager) Retain for 23 years so as to comply with claim limitations in the event a claim is made by a minor	Protect	
Monitoring (product safety)	The monitoring and regulation of product safety. <ul style="list-style-type: none"> Case files – organisation 	Destroy – 7 years from last action	RGLA 9.20	Protect	
Monitoring (infectious diseases)	The monitoring of infectious diseases. <ul style="list-style-type: none"> Case files - organisation 	Destroy – 7 years from last action	RGLA 9.20	Protect	
Monitoring (consumer affairs)	The monitoring of consumer affairs response. <ul style="list-style-type: none"> Case files - organisation 	Destroy – 7 years from last action	RGLA 9.20	Protect	
Monitoring (general nuisances)	The monitoring of general nuisance within the public domain. <ul style="list-style-type: none"> Case files - organisation 	Destroy – 7 years from last action	Environmental Protection Act 1990 and RGLA 9.20	Protect	

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Registration, Certification and Licensing	Documentation relating to businesses and services requiring a licence or other certificate.				
Entertainment and drinks	Consolidated listing of licensed entertainment and drink venues. <ul style="list-style-type: none"> • Register 	Destroy - 2 years after registration lapses	RGLA 9.16	Not Protectively Marked	
Food premises	Consolidated listing of licensed food premises. <ul style="list-style-type: none"> • Register 	Destroy - 2 years after registration lapses	RGLA 9.16	Not Protectively Marked	
Licensed premises	Consolidated listing of premises licensed for the sale or consumption of alcohol. <ul style="list-style-type: none"> • Register 	Destroy - 2 years after registration lapses	RGLA 9.16	Not Protectively Marked	
Licensing (animal boarding)	Documentation involved with licensing of animal boarding establishments. <ul style="list-style-type: none"> • Animal boarding establishment licences 	Destroy - 2 years after registration lapses	Animal Boarding Establishments Act 1963 and RGLA 9.16	Not Protectively Marked	

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Licensing (animal breeding)	Documentation involved with licensing of animal breeding. <ul style="list-style-type: none"> Animal breeding licences 	Destroy - 2 years after registration lapses	Breeding of Dogs Acts 1973 and 1991, Breeding and Sale of Dogs (Welfare) Act 1999 and RGLA 9.16	Not Protectively Marked	
Licensing (auction premises)	Documentation involved with licensing of auction premises. <ul style="list-style-type: none"> Auction premises licences 	Destroy - 2 years after registration lapses	RGLA 9.16	Not Protectively Marked	
Licensing (building materials)	Documentation involved with licensing of building materials. <ul style="list-style-type: none"> Building materials licences 	Destroy - 2 years after registration lapses	RGLA 9.16	Not Protectively Marked	
Licensing (butchers)	Documentation involved with licensing of meat retailers. <ul style="list-style-type: none"> Butchers licences 	Destroy - 2 years after registration lapses	RGLA 9.16	Not Protectively Marked	

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Licensing (caravan and camp sites)	Documentation regarding caravan and camp site licences. <ul style="list-style-type: none"> Caravan and camp site licences 	Destroy - 2 years after registration lapses	Caravan Sites and Control of Development Act 1960 Caravan Sites Act 1968 and RGLA 9.16	Not Protectively Marked	
Licensing (cemeteries)	Documentation relating to the licensing of cemeteries. <ul style="list-style-type: none"> Cemetery licences 	Destroy - 2 years after registration lapses	RGLA 9.16	Not Protectively Marked	
Licensing (cooling towers)	Documentation relating to the licensing of cooling towers. <ul style="list-style-type: none"> Cooling towers 	Destroy - 2 years after registration lapses	The Notification of Cooling Towers and Evaporative Condensers Regulations 1992 and RGLA 9.16	Not Protectively Marked	
Licensing (credit)	Documentation relating to the licensing of credit. <ul style="list-style-type: none"> Credit licensing 	Destroy - 2 years after registration lapses	RGLA 9.16	Not Protectively Marked	

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Licensing (crematoria)	Crematoria licences. Documentation relating to the licensing of crematoria. <ul style="list-style-type: none"> • Crematoria licences 	Destroy - 2 years after registration lapses	RGLA 9.16		
Licensing (dangerous wild animals)	Licensing documentation regarding dangerous wild animals. <ul style="list-style-type: none"> • Dangerous wild animals licences 	Destroy - 2 years after registration lapses	Dangerous Wild Animals Act 1976 and RGLA 9.16	Not Protectively Marked	
Licensing (entertainment)	Documentation regarding Entertainment licences. <ul style="list-style-type: none"> • Entertainment licences 	Destroy - 2 years after registration lapses	RGLA 9.16	Not Protectively Marked	
Licensing (food businesses)	Food business licences. Licensing documentation regarding food. <ul style="list-style-type: none"> • Food business licences 	Destroy - 2 years after registration lapses	Food Safety Food Premises (Registration) Regulations 1991 and RGLA 9.16	Not Protectively Marked	
Licensing (food)	Documentation relating to the licensing of food related issues. <ul style="list-style-type: none"> • Food licences 	Destroy - 2 years after registration lapses	Food Safety Act 1990 and RGLA 9.16	Not Protectively Marked	

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Licensing (hackney licences)	Documentation relating to Hackney licensing. <ul style="list-style-type: none"> Hackney licences 	Destroy - 2 years after registration lapses	Local Government (Miscellaneous Provisions) Act 1976 and RGLA 9.16	Not Protectively Marked	
Licensing (highway projection)	Documentation relating to the licensing of Highway projection. <ul style="list-style-type: none"> Highway projection licences 	Destroy - 2 years after registration lapses	RGLA 9.16	Not Protectively Marked	
Licensing (hoarding)	Documentation relating to hoarding licensing. <ul style="list-style-type: none"> Hoarding licences 	Destroy - 2 years after registration lapses	RGLA 9.16	Not Protectively Marked	
Licensing (infectious diseases)	Documentation relating to the licensing and use of Infectious diseases. <ul style="list-style-type: none"> Infectious diseases licensing and use 	Destroy - 2 years after registration lapses	RGLA 9.16	Not Protectively Marked	
Licensing (late hours catering)	Documentation relating to late hours catering licences. <ul style="list-style-type: none"> Late hours catering licences 	Destroy - 2 years after registration lapses	RGLA 9.16	Not Protectively Marked	
Licensing (liquor)	Documentation relating to liquor licensing. <ul style="list-style-type: none"> Liquor licences 	Destroy - 2 years after registration lapses	RGLA 9.16	Not Protectively Marked	

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Licensing (lottery)	Documentation regarding gambling and lottery licences. <ul style="list-style-type: none"> • Lottery registration 	Destroy - 2 years after registration lapses	Lotteries and Amusements Act 1976 and RGLA 9.16	Not Protectively Marked	
Licensing (massage and special treatment)	Documentation relating to the licensing of massage and special treatment establishments. <ul style="list-style-type: none"> • Massage and special treatment licences 	Destroy - 2 years after registration lapses	RGLA 9.16	Not Protectively Marked	
Licensing (non-medicinal poisons)	Documentation relating to the licensing of non-medicinal poisons. <ul style="list-style-type: none"> • Non-medicinal poisons licences 	Destroy - 2 years after registration lapses	RGLA 9.16	Not Protectively Marked	
Licensing (nursing agencies)	Licensing documentation regarding nursing agencies. <ul style="list-style-type: none"> • Nursing agencies licences 	Destroy - 2 years after registration lapses	RGLA 9.16	Not Protectively Marked	

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Licensing (other hazardous substances)	<p>Licensing documentation regarding other hazardous substances.</p> <p>The process involved in licensing sites for the holding or use of toxic or hazardous substances (including petroleum, agricultural chemical products or herbicides).</p> <ul style="list-style-type: none"> • Diesel licences • Petroleum licences • Health and safety licensing • Hazardous substances • Contaminated land register/pollution 	Permanent - offer to County Archivist, after administrative use is concluded – 60 years after registration or entitlement lapses.	RGLA 9.17	Not Protectively Marked	
Licensing (personal)	<p>Licensing documentation regarding fire safety and public entertainment.</p> <ul style="list-style-type: none"> • Personal licences 	Destroy - 2 years after registration lapses	Licensing Act 2003 and RGLA 9.16	Not Protectively Marked	
Licensing (pet shops)	<p>Licensing documentation regarding pet shops.</p> <ul style="list-style-type: none"> • Pet shop licences 	Destroy - 2 years after registration lapses	Pet Animals Act 1951 (as amended by the 1983 Act) and RGLA 9.16	Not Protectively Marked	

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Licensing (petroleum)	Documentation relating to the licensing of petroleum. <ul style="list-style-type: none"> Petroleum 	Permanent - offer to County Archivist, after administrative use is concluded – 60 years after licence lapses	Petroleum (Regulation) Acts 1928 and 1936 and RGLA 9.17	Not Protectively Marked	
Licensing (club premises)	Documentation regarding premises licences. <ul style="list-style-type: none"> Premises licences Club premises certificates 	Destroy - 2 years after registration lapses	Licensing Act 2003. RGLA 9.16	Not Protectively Marked	
Licensing (temporary events)	Documentation regarding entertainment licences. <ul style="list-style-type: none"> Premises licences Temporary event notices 	Destroy - 2 years after registration lapses	Licensing Act 2003. RGLA 9.16	Not Protectively Marked	
Licensing (private hire)	Licensing documentation regarding private hire services. (vehicles and drivers) <ul style="list-style-type: none"> Private hire licences 	Destroy - 2 years after registration lapses	Local Government (Miscellaneous Provisions) Act 1976 and RGLA 9.16	Not Protectively Marked	
Licensing (public entertainment)	Repealed by the Licensing Act 2003, retained for information already held. <ul style="list-style-type: none"> Public entertainment licences 	Destroy - 2 years after registration lapses	Licensing Act 2003 and RGLA 9.16	Not Protectively Marked	

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Licensing (riding establishments)	Documentation regarding riding establishment licences. <ul style="list-style-type: none"> Riding establishment licences 	Destroy - 2 years after registration lapses	Riding Establishments Act 1964 and 1970 and RGLA 9.16	Not Protectively Marked	
Licensing (explosives)	Documentation regarding sale of explosives licences. <ul style="list-style-type: none"> Sale of explosives licences 	Destroy - 2 years after registration lapses	Manufacture and Storage of Explosives Regulations 2005 and RGLA 9.16	Not Protectively Marked	
Licensing (scrap metal)	Documentation regarding scrap metal licences. <ul style="list-style-type: none"> Scrap metal licences 	Destroy - 2 years after registration lapses	Scrap Metal Dealers Act 1964. RGLA 9.16	Not Protectively Marked	
Licensing (sex establishments)	Documentation regarding sex establishment licences. <ul style="list-style-type: none"> Sex establishments 	Destroy - 2 years after registration lapses	RGLA 9.16	Not Protectively Marked	
Licensing (shops)	Documentation regarding the registration of shops. <ul style="list-style-type: none"> Shops 	Destroy - 2 years after registration lapses	RGLA 9.16	Not Protectively Marked	

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Licensing (scaffolding)	Documentation regarding scaffolding licences. <ul style="list-style-type: none"> • Scaffold licences 	Destroy - 2 years after registration lapses	RGLA 9.16	Not Protectively Marked	
Licensing (skips)	Documentation regarding skip licences. <ul style="list-style-type: none"> • Skip licences 	Destroy - 2 years after registration lapses	RGLA 9.16	Not Protectively Marked	
Licensing (street collections)	Documentation regarding street collection permits. <ul style="list-style-type: none"> • Street collections 	Destroy - 2 years after registration lapses	House To House Collections Act 1939 and RGLA 9.16	Not Protectively Marked	
Licensing (street trading)	Documentation regarding street trading licences. <ul style="list-style-type: none"> • Street trading licences 	Destroy - 2 years after registration lapses	Local Government (Miscellaneous Provisions) Act 1982 and RGLA 9.16	Not Protectively Marked	
Licensing (watercraft)	Documentation regarding watercraft. <ul style="list-style-type: none"> • Boat licences 	Destroy – 2 years after registration lapses	CWAC retention based on good practice	Not Protectively Marked	

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Licensing (zoo)	Documentation regarding zoo licensing. <ul style="list-style-type: none"> Zoo licences 	Destroy - 2 years after registration lapses	The Zoo Licensing Act 1981 and RGLA 9.16	Not Protectively Marked	
Sex establishments	Consolidated listing of licensed sex establishments. <ul style="list-style-type: none"> Register 	Destroy 2 years after registration or entitlement lapses	RGLA 9.16	Not Protectively Marked	