

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
8. Economic Development	Management of activities to promote and examine the local economy				
Business intelligence	Information relating to businesses in the local area				
Business listing	Listing of businesses trading within the local area. Only organisations that have requested inclusion included <ul style="list-style-type: none"> • Business directory 	Maintain current	Common practice	Not protectively marked	
European development	Information collected regarding European funding	Review – 3 years following final payment. EU funding body will notify when you may destroy records.	GONW	Not protectively marked	
Marketing	Economic data	Destroy – 5 years after data collected	Common practice	Not protectively marked	

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Promotion	Management of activities to promote and examine the local economy				
Advice to business	Information on providing advice to new or existing businesses	Destroy – after 6 years	CWAC retention based on good practice	Not protectively marked	
Business awards	Information regarding business awards and grants	Destroy – 7 years after scheme to which grant relates is completed	CWAC retention based on good practice	Not protectively marked	
Business development	Information about activities designed to develop and encourage business development in the local area. Including externally funded projects and sustainability. <ul style="list-style-type: none"> Fairs 	Destroy – after 5 years	CWAC retention based on good practice	Not protectively marked	
Business development	Information about activities designed to develop and encourage business development in the local area. Including externally funded projects and sustainability. <ul style="list-style-type: none"> Business associations 	Destroy – after 7 years	CWAC retention based on good practice	Not protectively marked	
Film and television development	To promote area as a location and centre of excellence for the film and broadcasting industries	Review – after 5 years offer to archivist	CWAC retention based on good practice	Not protectively marked	

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International relations	Encouraging relations with people from other countries and cultures to support the development of the local area <ul style="list-style-type: none"> • Twinning 	Destroy – after 5 years	CWAC retention based on good practice	Not protectively marked	
List of properties	A list of properties or land currently available to let within the area	Maintain current	CWAC retention based on good practice	Not protectively marked	
Markets	Information about markets, including farmers markets. Also renting market stalls from the Council	Destroy – after 5 years	CWAC retention based on good practice	Not protectively marked	
Voluntary sector development	The information relating to the encouragement of the voluntary sector activity	Destroy – after 5 years	CWAC retention based on good practice	Not protectively marked	
Regeneration	Regeneration of local communities and regions				
Community development	Information relating to revitalising a specific area or community	Permanent – offer to archivist	RGLA 2.6	Not protectively marked	
Regional development	Participation in regional activities	Permanent – offer to archivist	RGLA 10.1	Not protectively marked	
Rural development	Information relating to reducing disadvantage and increasing access in rural areas	Permanent – offer to archivist	RGLA 10.1	Not protectively marked	

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Strategy	Information relating to revitalising a specific area or community	Permanent – offer to archivist	RGLA 2.6	Not protectively marked	
Town centre management	Information relating to the management of business community in the town centres	Permanent – offer to archivist	RGLA 10.1	Not protectively marked	
Sustainability	Information about sustainability				
Sustainable development	Information and documentation looking at sustainable development	Permanent – offer to archivist	CWAC retention based on good practice	Not protectively marked	
Tourism	Information relating to tourism				
Tourism development	The information relating to the development of tourism	Destroy – after 5 years	CWAC retention based on good practice	Not protectively marked	
Training	Information on training to support economic growth				
Workforce Support	Information about activities to support continued employment in the area	Destroy – after 5 years	CWAC retention based on good practice	Not protectively marked	