

Once completed and signed off by the relevant Head of Service, please send your response to recordsmanagement@wiltshire.gov.uk												
Service Area	Business	Task	Record	Medium	Location	Trigger Point	Retention Period		Disposition Action	Basis of retention period decision	Owner/approved by	Notes/comments/queries
							Years	Months				
Public Protection	Pest Control		Pest control Worksheets	Paper/electronic	1 month in office at desk then transfer to off site	closure of case		1				
Public Protection	Pest Control		Pest control Worksheets	Paper/electronic	6 years from last action on worksheet on closed case.	closure of case	6					
Public Protection	All Public Protection		Complaints / enquiries / requests for service	Electronic	6 years from last action on worksheet on closed case.	closure of case	6					
Public Protection	ASB		Anti Social Behaviour records	Paper/Electronic	3 years from last action on worksheet on closed case.	closure of case	3					
Public Protection	Community safety and Domestic abuse		Community Safety & Domestic Abuse case records	Paper/Electronic	6 years from last action on worksheet on closed case.	closure of case	6					
Public Protection	Food safety and Health & Safety		Food safety and Health & Safety inspections (incl. self assessments & food premises registration forms)	Paper/Electronic	Food registration form to be kept indefinitely whilst premises still operational. Keep most recent food and H&S inspection records and other documents for 10 years.	Closure of premises	10					
Public Protection	Food safety and Health & Safety		Infectious disease notifications	Paper/Electronic	6 years from date of notification	Date of notification	6					
Public Protection	Food safety and Health & Safety		Accident investigations	Paper/Electronic	6 years from date of accident	Date of accident	6					
Public Protection	All Public Protection		Prosecutions & simple cautions	Paper/Electronic	6 years after date of prosecution/caution	Date of legal action	6					
Public Protection	All Public Protection		Informal reports and cautions	Paper/Electronic	3 years after date of report	Date of legal action	3					
Public Protection	All Public Protection		Statutory Notices (Improvement, prohibition, abatement etc)	Paper/Electronic	6 years from issue of notice	Date of legal action	6					
Public Protection	All Public Protection		Statutory returns	Paper/Electronic	5 years	Date of return	5					
Public Protection	All Public Protection		Officer PACE notebooks	Paper	5 years	Date of last entry	5					
Public Protection	All Public Protection		PPE records	Electronic	Destroy once officer left	Officer leaving date						
Public Protection	Pest Control		Respirator records (Pest control)	Electronic	5 years	Date of inspection	5					
Public Protection	Environmental Control & Protection		Unclaimed dead records	Paper/electronic	3 years	Date of death	3					
Public Protection	Environmental Control & Protection		Private Water supplies	Electronic	Ongoing. Keep records for 30 years	Date of last inspection	30					
Public Protection	Environmental Control & Protection		Drainage plans	Paper	Indefinite							
Public Protection	Licensing		Licensing premises (with PRE and without alcohol PRN, club premises)	Paper/electronic	Keep for life of licence. Keep expired licences for 2 years after expiry.	Closure of premises	2					
Public Protection	Licensing		LA 2003 Personal Licences	Paper/electronic	Keep for life of licence. Once surrendered/expired licences for 2 years.	Closure of premises	2					
Public Protection	Licensing		TENs	Paper/electronic	1 year.	Date of event	1					
Public Protection	Licensing		Gambling Act files	Paper/electronic	Keep for life of licence. Keep expired licences for 2 years after expiry.	Closure of premises	2					

Public Protection	Licensing		Zoo licences	Paper/electronic	6 years. Keep closed premises for 1 year	Closure of premises	6					
Public Protection	Licensing		Animal Licences (boarding, breeding, pet shops & riding establishments)	Paper/electronic	Keep current licence. Keep closed premises for 2 years.	Closure of premises	2					
Public Protection	Licensing		Dangerous Wild Animals	Paper/electronic	Keep current and previous licence. Review bi-annually. Keep closed premises for 2	Closure of premises	2					
Public Protection	Food safety and Health & Safety		Acupuncture, tattooing, ear piercing and electrolysis	Paper/electronic	Keep current licence. Keep closed premises for 1 year	Closure of premises	1					
Public Protection	Community Protection (Trading Standards)		TS Trader files	Paper/electronic	6 Years	closure of case	6					
Public Protection	Food safety and Health & Safety		Food standards inspections	Paper/electronic	6 Years	Date of inspection	6					
Public Protection	Food safety and Health & Safety		Food samples and analysis	Paper/electronic	6 Years	Date of sample	6					
Public Protection	Community Protection (Trading Standards)		Weights & Measures certificate of test	Paper	6 Years	Date of test	6					
Public Protection	Community Protection (Trading Standards)		Test record for working standards	Paper	6 years	Date of test	6					
Public Protection	Community Protection (Trading Standards)		Test record for local standards	Paper	6 years	Date of test	6					
Public Protection	Community Protection (Trading Standards)		Weighbridge operator certificates	Paper	6 years	Date of test	6					
Public Protection	Community Protection (Trading Standards)		Baker records exemption	Paper	6 Years	Date of test	6					
Public Protection	Community Protection (Trading Standards)		Product safety suspension notices	Paper/electronic	Product life + 10 years	Date of notice	10					
Public Protection	Community Protection (Trading Standards)		Product safety samples & analysis	Paper/electronic	6 years	Date of test	6					
Public Protection	Animal health		Animal By Products	Paper/electronic	2 years	Date of sample	2					
Public Protection	Animal health		Animal gatherings orders	Paper/electronic	Valid + 1 year	Date of order						
Public Protection	Animal health		Farm postal records recall	Paper	3 years	Date of return	3					
Public Protection	Animal health		Pig and sheep movement to abattoir licences	Paper/electronic	1 year.	Date of movement	1					
Public Protection	Animal health		Cleansing and disinfection undertakings	Paper	6 Months	Date of undertaking		6				
Public Protection	Animal health		AMES officer visit sheets	Paper/electronic	6 Months	Date of visit		6				

Public Protection	Environmental Control & Protection		Contaminated Land Database	Paper/electronic	Keep indefinitely	Date of material						
Public Protection	Environmental Control & Protection		LAPPC Permit holders	Paper/electronic	Keep indefinitely	Date of entry						
Public Protection	Food safety and Health & Safety		Poisons register	Paper/electronic	1 year after expiry	Date of entry	1					
Public Protection	Food safety and Health & Safety		Petroleum	Paper/electronic	Keep indefinitely	Date of inspection						
Public Protection	Food safety and Health & Safety		Explosive licence	Paper/electronic	2years after expiry	Date of inspection	2					
Public Protection	Food safety and Health & Safety		Register of commuincable diseases	Electronic	5 years	Date of entry	5					
Public Protection	Food safety and Health & Safety		Register of cooling towers	Paper/electronic	Ongoing register Review every 6 years	Date of inspection	6					
Public Protection	Community safety		Community Health Partnership database	Paper	Updated as needed so always current	Date of entry						
Public Protection	Community safety		ASBO database	Electronic	6 years	Date of entry	6					
Public Protection	Emergnecy Planning		Wiltshire Council Plans	Paper/electronic	Reviewed every 2 years	Date of update	2					
Public Protection	Emergnecy Planning		Exercise Reports	Paper/electronic	Retained for 3 years and then archived	Date of update	3					
Public Protection	Emergnecy Planning		COMAH Plans & Information	Paper/electronic	Plans reviewed every 2 years	Date of update	2					
Public Protection	Emergnecy Planning		LRF Plans	Paper/electronic	Reviewed by LRF	Date of update						
Public Protection	Emergnecy Planning		Event Planning	Paper/electronic	3 years	Date of event	3					
Public Protection	Emergnecy Planning		Incident Reports	Paper/electronic	Retained for 3 years and then archived	Date of incident	3					