

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Indicative Protective Marking	Notes	Secondary Reference
<b>BC1</b>	<b>Building Control Process</b>							
<b>BC1.1</b>	<b>Building Applications</b>							
BC1.1.1	All records relating to the process of approving Building Regulations applications in relation to listed or other significant buildings		Permanent		N	OFFICIAL		
BC1.1.2	All records relating to the process of approving Building Regulation applications in relation to all other buildings (excluding listed or significant buildings)	Building Control Performance Standards 2006	Retain from year works are completed for 15 years.	SECURE DISPOSAL	N	OFFICIAL		
<b>BC1.2</b>	<b>Building Inspection</b>							
BC1.2.1	All records relating to the process of inspecting building work for the purpose of ensuring compliance	Building Control Performance Standards 2006	Retain for 10 years from date of issue of completion certificate.	SECURE DISPOSAL	N	OFFICIAL		
<b>BC2</b>	<b>Building Control Enforcement</b>							
<b>BC2.1</b>	<b>Building Control Regulations</b>							

BC2.1.1	Building Control Regulations Enforcement Action	Building Control Performance Standards 2006	Retain for 6 years from date of resolution of enforcement action.	SECURE DISPOSAL	N	OFFICIAL			
<b>BC2.2 Building Control Register</b>									
BC2.2.1	Building Control Register - creation and management	Building Control Performance Standards 2006	Permanent		N	OFFICIAL			
<b>BC3 Demolition</b>									
<b>BC3.1 Demolition Control</b>									
BC3.1.1	All records relating to Demolition Control	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years.	SECURE DISPOSAL	N	OFFICIAL			
<b>BC3.2 Demolition Enforcement</b>									
BC3.2.1	Demolition Enforcement	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years.	SECURE DISPOSAL	N	OFFICIAL			
<b>BC4 Building Control Safety</b>									
<b>BC4.1 Dangerous Structures</b>									
BC4.1.1	Management of dangerous structures		Retain from year records created for 6 years.	SECURE DISPOSAL	N	OFFICIAL			
<b>BC5 Street Name and Numbering</b>									
<b>BC5.1 Street Name and Numbering</b>									
BC5.1.1	Records relating to the naming and numbering of streets.		Permanent		N	OFFICIAL			
<b>BC6</b>	<b>Service Delivery Consultation</b>							<b>CM3.1</b>	





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OFFICIAL

N

OFFICIAL - SENSITIVE

NOT PROTECTIVELY MARKED