

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Indicative Protective Marking	Notes	Secondary Reference
HO1	Housing Information & Advice							
HO1.1	Public Information/Advice							
HO1.1.1	Information about housing associations in the borough	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years		N			
HO1.1.2	Advice and information given regarding housing and public health		Retain from year records created for 1 year		Y		Expected to be a dynamic document, constantly updating	
HO1.2	Legal Advice							
HO1.2.1	Housing legal advice	Limitation Act 1980 (Section 2)	Retain from date legal advice given for 6 months		Y			
HO1.2.2	Welfare rights advice - where	Limitation Act 1980 (Section 2)	Retain from year records created for 6		Y			
HO1.2.3	Welfare rights advice - where		Retain from date advice given for 3 years		Y			
HO1.3	Private Housing							
HO1.3.1	Private housing advice		Retain from year records created for 1 years		N		Expected to be a dynamic document, constantly updating	
HO1.3.2	Private tenant advice - housing related issues	Limitation Act 1980 (Section 2)	Retain from year records ceated for 3 years		Y			

HO1.3.3	Private tenant advice - general information and advice		Retain from year records ceated for 3 years		Y			
HO1.3.4	Private landlord support		Retain from end of tenancy for 6 months		N		Expected to be a dynamic document, constantly updating	
HO2 Housing Support								
HO2.1 Mortgages								
HO2.1.1	Local Authority Mortgage Scheme	Limitation Act 1980 (Section 2)	Retain from last payment on mortgage for 12 years		Y			
HO2.1.2	Mortgage references	Limitation Act 1980 (Section 2)	Retain from end of tenancy for 6 years		Y			
HO2.2 Affordable/Council								
HO2.2.1	Provision and management of affordable housing	Limitation Act 1980 (Section 2)	Retain from end of tenancy for 6 years		Y			
HO2.2.2	Council owned housing - property deeds		Retain from date of ownership commenced until property is sold		Y			
HO2.2.3	Registration for a council property	Limitation Act 1980 (Section 2)	Retain from last action on tenancy for 6 months		Y			
HO2.2.4	Housing allocation system	Limitation Act 1980 (Section 2)	Retain from end of tenancy for 6 years		Y			
HO2.2.5	Housing refferals	Limitation Act 1980 (Section 2)	Retain from end of tenancy for 6 years		Y			
HO2.2.6	Social housing policy		Retain from date policy expires for 3 years		N			
HO2.3 Temporary Housing								

HO2.3.1	Provision of temporary housing to tenants whilst major works are being carried out	Limitation Act 1980 (Section 2)	Retain from end of tenancy for 6 months		Y				EH8.3.1
HO2.3.2	Provision of hostels and other temporary accomodation in the event of an emergency	HMRC - Compliance Handbook Manual CH15400	Retain from year records created for 6 years		N				
HO2.3.3	Provision of short term and emergency accomodation for homeless people	HMRC - Compliance Handbook Manual CH15400	Retain from last contact for 6 years		Y				
HO2.4 Houses in Multiple Occupation									
HO2.4.1	Houses in multiple occupation register	Limitation Act 1980 (Section 2)	Retain from date registration expires for 6 years		Y				
HO2.4.2	Houses in multiple occupancy safety	Limitation Act 1980 (Section 2)	Retain from date of inspection for 6 months		N				
HO2.5 Private Tenancies									
HO2.5.1	Private tenants rent assistance		Retain from year records createed for 2 years		Y				
HO2.5.2	Rent Bond Scheme/Private sector placement schemes	Limitation Act 1980 (Section 2)	Retain from close of case for 6 years		Y				
HO2.5.3	Changes in existing tenancies	Limitation Act 1980 (Section 2)	Retain from end of tenancy for 6 years		Y				
HO2.5.4	Housing tennants support	Limitation Act 1980 (Section 2)	Retain from end of tenancy for 6 months		Y				
HO2.6 Landlords									

HO2.6.1	Landlord accreditation schemes		Retain from date accreditation ends for 3 years		Y			
HO2.6.2	The management of hard to let properties		Retain from year records created for 6 months		N			
HO2.7 Housing Mediation								
HO2.7.1	The provision and management of housing mediation services	Limitation Act 1980 (Section 2)	Retain from date case resolved for 6 years		Y			
HO3 Housing Charges								
HO3.1 Communal Heating Charge								
HO3.1.1	The allocation and collection of communal heating charges	Limitation Act 1980 (Section 2)	Retain from year records created for 6 months		Y			
HO4 Housing Enforcement								
HO4.1 Rent Arrears								
HO4.1.1	Documents relating to rent collection and the notification and enforcement of rent arrears process, housing benefit and debt management service	Limitation Act 1980 (Section 2)	Retain from last action on tenancy for 6 months		Y			
HO4.1.2	Documentation relating to setting rents for council housing and rent accounting	Limitation Act 1980 (Section 2)	Retain from last action on tenancy for 6 months		Y			
HO4.2 Housing Evictions								

HO4.2.1	The eviction of tenants from local authority properties	Limitation Act 1980 (Section 2)	Retain from date of enforcement action for 6 years		Y			
HO4.2.2	Case files relating to the repossession of council properties held under an unsecured tenancy	Limitation Act 1980 (Section 2)	Retain from date of close of case for 6 years		Y			
HO4.2.3	Case files relating to service of S.25, S.27 and other notices to quit	Limitation Act 1980 (Section 2)	Retain from date of close of case for 6 years		Y			
HO4.3 Housing and Public Health								
HO4.3.1	The enforcement of public health and housing regulations	HMRC - Compliance Handbook Manual CH15400	Retain from date of enforcement action for 6 years		Y			
HO5 Service Delivery Consultation								CM3.1
HO5.1 Housing Strategy								
HO5 5.1.1	Enquiries generated as a result of the Housing Strategy or Homelessness and Rough Sleeping Strategy	S.87 of Local Government Act 2003 and S.1 Homelessness Act 2002 require local authorities to have both strategies in place	Retain from date of last contact for 6 years. Personally identifiable data will be deleted but we will retain everything else so as to retain the integrity of the data used in the formation of the relevant policies/strategies.	Securely destroyed	Y			
HO5 5.1.2	Participation in public consultation through Inovem.	'Duty to Consult' S.3 Local Government Act 1999	Retention period in line with Inovem's retention schedule.	Securely destroyed	Y (if disclosed by user)			

Y

OFFICIAL

N

OFFICIAL - SENSITIVE

NOT PROTECTIVELY MARKED