Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Indicative Protective Marking	Notes	Secondary Reference
PO1	Parks and Open							
	Spaces							
PO1.1	Information						-	
PO1.1.1	All information relating to parks in the local area		Retain from year records created for 1 year	SECURE DISPOSAL	N	NOT PROTECTIVELY MARKED	Expected to be a dynamic document, constantly updating	
PO1.2	Maintenance							
PO1.2.1	Maintenance of parks and open spaces	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years	SECURE DISPOSAL	N	OFFICIAL		
PO1.2.2	Tree management	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years	SECURE DISPOSAL	N	OFFICIAL		
PO1.3	Dog Waste Bins							OP1.1.9
PO2	Service Delivery Consultation							CM3.1

Y OFFICIAL

N OFFICIAL - SENSITIVE
NOT PROTECTIVELY MARKED