

| Reference | Description | Statutory Provisions | Retention Period | Action at End of Retention | Contains Personal Information | Indicative Protective Marking | Notes | Secondary Reference |
|--------------|--|-----------------------------|---|----------------------------|-------------------------------|-------------------------------|--|---------------------|
| LC1 | Land Charges | | | | | | | |
| LC1.1 | Land Charges | | | | | | | |
| LC1.1.1 | Land charge searches – LLC, Con29 & Con 29O, | Local Land Charges Act 1975 | Permanent | | Y | OFFICIAL | | |
| LC1.1.2 | Land Charges Register | Local Land Charges Act 1975 | Permanent | | Y | OFFICIAL | Expected to be a dynamic document, constantly updating | |
| LC1.1.3 | Copies of Legal Agreements registered on the Land Charges Register (e.g. S106a, TPO, EH Notices, SCC Legal Agreements) | Local Land Charges Act 1975 | Permanent | | Y | OFFICIAL | Process in place at present time to transfer all the Paper copies of legal agreements onto EDRMS and then paper copies can be destroyed. | |
| LC1.1.4 | PAYENET Receipts - Paper copy | Local Land Charges Act 1975 | Retain from record creation for 60 days | SECURE DISPOSAL | Y | OFFICIAL | | |
| LC1.1.6 | PAYENET Receipts - Electronic copy | Local Land Charges Act 1975 | Permanent | | Y | OFFICIAL | | |
| LC1.1.10 | Cheque Deposit Receipts | | Retain from year record created for 6 years | SECURE DISPOSAL | Y | OFFICIAL | | |
| LC1.1.5 | Register payments for search to Local Land Charges | Local Land Charges Act 1975 | Retain from record creation for 60 days | SECURE DISPOSAL | Y | OFFICIAL | | |
| LC1.1.7 | Register payments for search to Local Land Charges | Local Land Charges Act 1975 | Permanent | | Y | OFFICIAL | | |

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| LC1.1.8 | Personal Search Spreadsheet - Electronic | Local Land Charges Act 1975 | Permanent | | Y | OFFICIAL | | |
| LC1.1.9 | Personal Search Spreadsheet - Paper | Local Land Charges Act 1975 | Retain from record creation for 60 days | SECURE DISPOSAL | Y | OFFICIAL | | |
| LC2 | Service Delivery Consultation | | | | | | CM3.1 | |

Y

OFFICIAL

N

OFFICIAL - SENSITIVE

NOT PROTECTIVELY MARKED