

**Sunderland City Council Retention Schedule**

<b>Ref Number</b>	<b>Business Function and Record Type</b>	<b>Retention Period</b>	<b>Action</b>	<b>Prompt</b>	<b>Notes and Statutory Requirements</b>
<b>Env Health, Trading Standards and Licensing</b>					
	Trader files. Records documenting the process of investigations, monitoring or inspections, any history of complaints, advice given, samples and enforcement action taken.  e.g. food sample and inspection records, inspection forms, correspondence	7 years	Review	Date of last action	
<b>Env Health, Trading Standards and Licensing Prosecutions</b>					
	See Legal Services Retention Schedule				
<b>Licensing and Registration</b>					
	Records documenting the administration of applications, registration, certification and licences.  e.g. dangerous wild animals, animal boarding and breeding, business premises use, door supervisors, taxi licences, tattooists, animal movement orders, gaming, riding establishments, pet shops.	2 years  Gambling Act, Licensing Act - permanent	Destroy	Date registration or entitlement lapses	Gambling Act, Licensing Act, require entries on public register without time limit
	Records documenting licensing sites for holding or use of toxic or hazardous substances.	6 years	Archive	Transfer to place of deposit after administrative use is concluded	

RETSCHTRADESTANLICENCE

	e.g. IPPC, PPC permits, health and safety licensing.				
<b>Notification</b>					
	Records documenting the issuing of notices to citizens with respect to particular responsibilities.  e.g., animal impounding notices, registration of premises infringement notices.	6 years	Destroy	Date matter is concluded	
	Food premises register and registration forms	For the life of the premises	Review	Ongoing. Review annually	The Food Premises (Registration) Regulations 1991