

## B. COMMUNITY SAFETY & ENVIRONMENT

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Owner	Neighbourhood Services Leader	Date Approved	Oct-17	Approved By	Executive team	To be reviewed by:	end 2018
Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	
<b>1</b>	<b>Advice</b>						
1.1	Fire safety planning and related initiatives	Advisory information including specialist programmes offered	End of current year	5 years	Confidential Destruction	Business requirement	
1.2	Home security	fire safety visits, home safety checks	Date superseded	5 years	Confidential Destruction	Business requirement	
<b>2</b>	<b>Community safety</b>						
2.1	CCTV surveillance	Procedures which includes all forms, logs	End of calendar year	1 year	Confidential Destruction	Business requirement	Not to be confused with RIPSAs authorisation forms or the actual cctv recordings
2.2	CCTV footage on systems	CCTV footage	Date of recording	max 31 days	Confidential Destruction	Regulatory requirement	Information Commissioner's Office Code of Practice on CCTV Nb These records must not be destroyed if a claim has been intimated, there is pending/ongoing court action, a Subject Access Request has been received or an audit is ongoing.
2.3	CCTV footage recorded to disc	CCTV footage	Date transferred to disc	14 days	Confidential Destruction	Regulatory requirement	Information Commissioner's Office Code of Practice on CCTV Nb These records must not be destroyed if a claim has been intimated, there is pending/ongoing court action, a Subject Access Request has been received or an audit is ongoing.
2.4	Sound recordings	Sound recordings	Date of recording	max 31 days	Confidential Destruction	Business requirement	These records must not be destroyed if a claim has been intimated, there is pending/ongoing court action, a Subject Access Request has been received or an audit is ongoing.
2.6	Covert Surveillance recordings	Covert Surveillance recordings	Date transferred to disc	14 days	Confidential Destruction	Business requirement	These records must not be destroyed if a claim has been intimated, there is pending/ongoing court action, a Subject Access Request has been received or an audit is ongoing.
2.7	Controlled door entry records	Fob usage records and reports	End of calendar year	31 days max	Confidential Destruction	Business requirement	These records must not be destroyed if a claim has been intimated, there is pending/ongoing court action, a Subject Access Request has been received or an audit is ongoing.
2.8	Concierge station logs/forms	common area inspection, incident sheets, repair book, sign in sheets, handover sheets	End of calendar year	3 years	Confidential Destruction	Business requirement	
2.9	Neighbourhood services strategy/planning	Community improvement partnership strategy/Anti-Social Behaviour Strategy and Service Level Agreements with partners	date superseded	5 years	Confidential Destruction	Business requirement	
2.10	Neighbourhood Services Policies	Antisocial Behaviour Policy Framework, Protecting People Policy Framework, and all associated policies within these frameworks	date superseded	3 years	Confidential destruction	Business requirement	
2.11	Neighbour relations file	Neighbour Relations File including all associate case related information e.g. graffiti removal, advice logs etc	Date file closed	5 years	Confidential Destruction	Business requirement	The file should be closed once all outstanding actions complete. Review at 5 yrs point and retain longer if needed.
<b>3</b>	<b>Monitoring</b>						
3.1	Reporting:- Accidents and incident reporting -vehicles	Accident Register; Accident Incident Form	Date of entry in accident and incident book.	3 years	Confidential Destruction	Statutory	Cross Reference to Health & Safety : row 2.3

3.2	Reporting: Fleet vehicle tracking	Vehicle route and fuel consumption records, reports to monitor poor driving practice & excessive speeding	End of calendar year	3 years	Confidential Destruction	Business requirement	
3.3	Fleet management - Allocation and maintenance		Disposal of the vehicle	3 years	Confidential Destruction	Business requirement	
3.4	Fleet management - Vehicle records, lease or purchase		Disposal of the vehicle	3 years	Confidential Destruction	Business requirement	
3.5	Reporting: - community safety reports		End of calendar year	2 years	Confidential Destruction	Business requirement	
3.6	MAPPA Checks where occupation approved (Tenancy)	Information shared with and from responsible authorities	Upon removal from register or termination of tenancy whichever is the later	7 years	Confidential Destruction	Business requirement	
3.7	MAPPA Checks where occupation rejected (No tenancy)	Information shared with and from responsible authorities	Refusal of housing offer	Nil	Confidential Destruction	Business requirement	
3.8	MAPPA Checks for Temporary Accommodation	Information shared with and from responsible authorities	Date of response to request from responsible authority	1 Year	Confidential Destruction	Business requirement	