

ECONOMIC DEVELOPMENT

Reference	Description of Record	Point of Closure	Total Retention Period
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BUSINESS & INTELLIGENCE

Information relating to businesses with the local area

ECS	Business Communication Opt in Businesses	When superseded	Reviewed and updated annually
ECS	Business Engagement	When superseded	Reviewed and updated annually
ECS	Certificate of Insurance (Asset Transfer)	When superseded	Reviewed and updated annually
ECS	Governance (Asset Transfer)	When superseded	Reviewed and updated annually
ECS	Inter-departmental Business Records (Office of National Statistics)	At end of licenced period	Reviewed and updated annually
ECS	Leases & Licences & Tenancy Agreements (Asset Transfer)	When superseded	Reviewed and updated annually
ECS	Planning Consultation Requests & Responses	End of consultation	Reviewed and updated annually
ECS	Trust Annual Accounts & Directors Reports (Asset Transfer)	When superseded	Reviewed and updated annually

PROMOTION**Information relating to activities to promote and examine the local economy**

ECS	Accounts for Events	Post Event	Reviewed and updated annually
ECS	Agents & Developer	When superseded	Reviewed and updated annually
ECS	Bid & Awards (Economic Development Project)	Post Event	Reviewed and updated annually
ECS	Contributor Details for Events	Post Event	Reviewed and updated annually
ECS	Feedback Responses for Events	Post Event	Reviewed and updated annually
ECS	Investment Enquiries	When superseded	Reviewed and updated annually
ECS	Meetings (Asset Transfer & Economic Development Project)	Post Event	Reviewed and updated annually
ECS	Monitoring Forms (Economic Development Project)	Post Event	Reviewed and updated annually
ECS	Properties & Sites	When superseded	Reviewed and updated annually
ECS	Service Level Agreement (Asset Transfer & Economic Development Project)	When superseded or Post Event	Reviewed and updated annually

TRAINING**Information relating to training to support economic growth**

ECS	Training Attendees (Business Support)	Post Event	Reviewed and updated annually
ECS	Training Providers (Business Support)	Post Event	Reviewed and updated annually