

## LEGAL SERVICES

Reference	Description of Record	Point of Closure	Total Retention Period
<b>ADVICE</b>			
<b>Information relating to the provision of legal advice</b>			
CECR	Adoption (Including court documents)	When case is closed	100 years
CECR	Childcare (Including court documents)	When case is closed	100 years
CECR	Complaints - Internal investigations	When case is closed	2 years
CECR	<b>Contracts - Sealed</b> The process involved in the tendering, evaluation, development, specification, negotiation and awarding of a contract	Contract made	12 years
CECR	<b>Contracts - Unsealed</b> The process involved in the tendering, evaluation, development, specification, negotiation and awarding of a contract	Contract made	6 years
CECR	General Legal Advice	When case is closed	6 years
<b>BYELAWS</b>			
<b>Information relating to making of and enforcement of local byelaws</b>			
CECR	Byelaws	Approval of byelaw or implementation	6 years
<b>LAND &amp; HIGHWAYS</b>			
<b>Information relating to land and highways</b>			
CECR	Acquisition of land/property by by way of freehold or leasehold	When case is closed	12 years
CECR	Legal Charge (Making and redemption of)	When case is closed	6 years

Reference	Description of Record	Point of Closure	Total Retention Period
CECR	Permanent Traffic Order Traffic Scheme	Order made	12 years
CECR	Sale of council owned land/property by way of freehold or leasehold	When case is closed	12 years
CECR	Temporary Traffic Order Temporary Traffic Scheme Road Closures	Order made	2 years
<b>LAND REGISTRATION</b>			
<b>Information relating to land registration, searches and title investigations</b>			
CECR	Common Land Search	End of financial year	6 years
CECR	Common Land & Village Greens Register	None	Permanent
CECR	Local Land Charges Search	End of financial year	6 years
CECR	Local Land Charges Register	None	Permanent
<b>LITIGATION</b>			
<b>Information relating to civil and criminal litigation</b>			
CECR	The process of managing, undertaking or defending litigation on behalf of the local authority	When case is closed	6 years
<b>MANAGEMENT OF LEGAL ACTIVITIES</b>			
<b>Information relating to the management of legal activities</b>			
CECR	Abortive work	When case is closed	2 years
CECR	Budget	When case is closed	6 years
CECR	Management	When case is closed	6 years
CECR	Sealing Register	When register is complete	Permanent
<b>PLANNING ADMINISTRATION</b>			
<b>Information relating to the management of planning controls</b>			
CECR	Planning Agreements (Section 106 Agreements)	When case is closed	6 years
CECR	Preparation for Public Inquiries	When case is closed	6 years