

Surrey County Council Environmental Protection Retention Schedule

Ref No	Description	Legal Basis	Retention	Action at End of Retention	Contains Personal Information	Protectively Marked?	Notes/Access
ENV1.0	Environmentally Sensitive Areas	-	-	-	-	-	-
ENV1.0.1	Biodiversity Action Plan	-	Date of plan + 15 years	-	N	Not Protectively Marked	-
ENV1.0.2	Biodiversity Planning	-	Current year + 10 years	Offer to Archives	N	Not Protectively Marked	-
ENV1.0.3	Wildlife and Habitat surveys	-	Life of the site	-	N	Not Protectively Marked	-
ENV1.0.4	Records created in response to planning applications	-	Current year + 5 years then review	Secure Disposal	N	Not Protectively Marked	-
ENV1.0.5	Flood and Water Management: flood incident case records	-	Permanent	N	Offer to Archives	Not Protectively Marked	-
ENV1.0.6	Preliminary Flood Risk Assessment	-	These records need to be retained until 2022	N	Offer to Archives	Not Protectively Marked	-
ENV1.0.7	Local Flood Strategy	-	Until replaced by any new strategy then review	N	Offer to Archives	Not Protectively Marked	-
ENV1.0.8	Features and structures register	-	Permanent	Y	Offer to Archives	Official	-
ENV1.0.9	General enquiries	-	Current year + 6 years	N	Secure Disposal	Official	-
ENV1.0.10	Ordinary Watercourse Consents (Successful)	-	Where the application is successful the records will be kept permanently.	Secure Disposal	Y	Official	-
ENV1.0.11	Ordinary Watercourse Consents (Unsuccessful)	-	If the application is unsuccessful then the application be stored for 6 years from the date the application is turned down and then destroyed	-	-	-	-
ENV1.0.12	Planning application consultations	-	Permanent	N	Offer to Archives	Not Protectively Marked	No previous reference
ENV1.0.13	Pre- application enquiries	-	Current year + 6 years	Y	Secure Disposal	Official	No previous reference
ENV1.0.14	Files relating to tree planting	-	Date reviewed +10 years	Offer to SHC	N	Not Protectively Marked	-
ENV1.0.15	Records relating to forestry management	-	Closure of file + 25 years	Offer to SHC	N	Not Protectively Marked	-
ENV1.0.16	Minerals and Waste Planning	-	Current year + 10 years	Offer to Archives	N	Official	-
ENV1.0.17	Soil data	-	Current year + 15 years	Offer to Archives	N	Not Protectively Marked	-

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ENV1.0.18	Records relating to public consultation information supplied as part of the development of the Mineral and Waste Plan	-	All information submitted within representation and petitions, including names, addresses, signatures and contact details, will be retained indefinitely until such time as the consultee advises otherwise	Secure Disposal	Y	Official	-
ENV2.0	Policy	-	-	-	-	-	-
ENV2.0.1	Policies, procedures and other records created by the Sustainability and Climate Change Unit for use in individual directorates	-	Date of creation + a minimum of 3 years	Offer to Archives	N	Not Protectively Marked	-