

Surrey County Council Trading Standards Retention Schedule

Ref No	Description	Legal Basis	Retention	Action at End of Retention	Contains Personal Information	Protectively Marked?	Notes/Access
TSD1.0	Advice	-	-	-	-	-	-
TSD1.0.1	Customer Information for Businesses	-	Last Action Taken + 3 years	Secure Disposal	Yes	Official	-
TSD1.0.2	Trading Standards Alerts email recipients	-	Deleted on request of recipient or when no longer required	Secure Disposal	Yes	Official	-
TSD1.0.3	Business advice	-	Last contact + 6 years	Secure Disposal	Yes	Official	-
TSD1.0.4	Advice given under sections 27-32 of the Regulatory Enforcement and Sanctions Act 2008	Regulatory Enforcement and Sanctions Act 2008 Section 25, 27-32	Cessation of the partnership + 6 years	Secure Disposal	Yes	Official	-
TSD1.0.5	Customer Information for Residents	-	Last Action Taken + 3 years	Secure Disposal	Yes	Official	-
TSD2.0	Campaigns & Schemes	-	-	-	-	-	-
TSD2.0.1	Records created in the development of campaigns	-	Last action on file + 3 years then review	Offer to Archives	No	Official	-
TSD2.0.2	Information on business members, consumer feedback, spreadsheet of payments received from applicants, letters, applications, business information & searches carried out, live/unused business files, invites to trader spreadsheet, details of businesses on the scheme	-	Last Action Taken + 6 years	Secure Disposal	Yes	Official	-
TSD2.0.3	Schools contact details (used for the Young Consumer of the Year and Consumer Challenge qui--es)	-	Last Action Taken + 1 year	Secure Disposal	No	Not Protectively Marked	-
TSD3.0	Environment	-	-	-	-	-	-
TSD3.0.1	Environment files	-	Last action on file + 3 years then review	Secure Disposal	No	Official	-
TSD3.0.2	Environmental Crime Unit	-	Last action on file + 3 years then review	Secure Disposal	No	Official	-
TSD4.0	Enforcement	-	-	-	-	-	-
TSD4.0.1	Personal Notebooks completed in relation to enforcement activities and day to day business, such as meeting attendance and training	Police and Criminal Evidence Act 1984	Date of last entry in notebook + 6 years	Secure Disposal	Yes	Official	-
TSD4.0.2	Consumer complaints	-	Date complaint resolved + 6 years	Secure Disposal	Yes	Official	-

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TSD4.0.3	Prosecution files including prosecution results copied to the Police	-	Close of case + 6 years	Secure Disposal	Yes	Official	-
TSD4.0.4	Simple cautions issued to traders	-	Date of caution + 6 years	Secure Disposal	No	Official	-
TSD4.0.5	Warnings issued to traders	-	Information added to APP and retained for 6 years	Secure Disposal	No	Official	-
TSD4.0.6	Tasking & Co-ordination Group spreadsheet (current & ongoing cases)	-	Operational Use	Secure Disposal	No	Official	-
TSD4.0.7	Statements & Evidence: Enforcement Weighing of Vehicles	Weights and Measures Act 1985	Last action on file + 6 years then review	Secure Disposal	Yes	Official	-
TSD4.0.8	Statements & Evidence: Weights and Measures Act 1985 & European Communities Act 1972	Weights and Measures Act 1985; European Communities Act 1972	Last action on file + 6 years then review	Secure Disposal	Yes	Official	-
TSD4.0.9	Statements & Evidence: Vehicle Crimes Act 2001	Vehicle Crimes Act 2001	Date of registration + 3 years	Secure Disposal	Yes	Official	-
TSD4.0.10	Statements & Evidence: Civil Statements	-	Close of case + 6 years	Secure Disposal	Yes	Official	-
TSD4.0.11	Statements & Evidence: Officer Statements	-	Close of case + 6 years	Secure Disposal	Yes	Official	-
TSD4.0.12	Statements & Evidence: Offence report folders	-	Close of case + 6 years	Secure Disposal	Yes	Official	-
TSD4.0.13	Statements & Evidence: Witness Statements	-	Close of case + 6 years	Secure Disposal	Yes	Official	-
TSD4.0.14	Statements & Evidence: PACE Transcripts	Police and Criminal Evidence Act	Date of transcript + 6 years	Secure Disposal	Yes	Official	-
TSD4.0.15	Investigations: Offence Report Folders	-	Close of case + 6 years	Secure Disposal	Yes	Official	-
TSD4.0.16	Delegations, authorisations and warrants	Limitation Act 1980 (Section 2)	Date delegation ends + 6 years	Secure Disposal	No	Not Protectively Marked	-
TSD4.0.17	Details of all delegations to Trading Standards Officers, legislations they are authorised to enforce, and their warrant cards (includes photo - held as separate files)	Limitation Act 1980 (Section 2)	Date delegation ends + 6 years	Secure Disposal	No	Not Protectively Marked	-
TSD5.0	Animal Health & Welfare	-	-	-	-	-	-
TSD5.0.1	Generic Farm Visits Spreadsheet	-	Last Action Taken + 1 year	Secure Disposal	Yes	Not Protectively Marked	-
TSD5.0.2	Farm Records – Registered Livestock Keepers	-	Last Action Taken + 6 years	Secure Disposal	Yes	Not Protectively Marked	-
TSD5.0.3	Animal Health: Cleanse and Disinfect forms	-	Last Action Taken + 3 years	Secure Disposal	No	Not Protectively Marked	-
TSD5.0.4	Animal Health: Feed Hygiene and Farm Visits forms	-	Last Action Taken + 3 years	Secure Disposal	No	Not Protectively Marked	-

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TSD5.0.5	Animal Health: Animal Health - List of pigs herds authorised as approved sources	-	Last Action Taken + 3 years	Secure Disposal	No	Not Protectively Marked	-
TSD5.0.6	Animal Health: EC Feed Hygiene Regulations	-	Operational Use	Secure Disposal	No	Not Protectively Marked	-
TSD5.0.7	Callout reports from Animal Health and Veterinary Laboratories Agency	-	Last Action Taken + 6 years	Secure Disposal	No	Not Protectively Marked	-
TSD5.0.8	Smallholders spreadsheet (list of new smallholders - received from DEFRA)	-	Operational use	Secure Disposal	Yes	Official	-
TSD5.0.9	Import & Export data	The Welfare of Animals (Transport) (England) Order 2006	Date of compliance with the order + 6 years	Secure Disposal	Yes	Official	-
TSD5.0.10	Animal Health: Transporter Authorisations	-	Last Action Taken + 3 years	Secure Disposal	No	Not Protectively Marked	-
TSD5.0.11	Animal Health: Electronic system of recording Pig Movements	-	Date recorded + 6 months	Secure Disposal	No	Not Protectively Marked	-
TSD5.0.12	Animal Health: Animal health TB movement restrictions	-	Last Action Taken + 3 years	Secure Disposal	No	Not Protectively Marked	-
TSD5.0.13	Animal Health: Bird gathering notifications	-	Last Action Taken + 3 years	Secure Disposal	No	Not Protectively Marked	-
TSD5.0.14	Avian Influenza	-	Last action on file + 6 years then review	Offer to Archives	No	Not Protectively Marked	-
TSD6.0	Inspections	-	-	-	-	-	-
TSD6.0.1	Food Inspection Reports	-	Date of report + 6 years	Secure Disposal	No	Not Protectively Marked	-
TSD6.0.2	Product Safety Sample forms	-	Date of report + 6 years	Secure Disposal	No	Not Protectively Marked	-
TSD6.0.3	Food Sample Forms TS6 05-08 and summary of sample	-	Date of sample + 6 years	Secure Disposal	No	Not Protectively Marked	-
TSD6.0.4	Completed visit sheets [a record of all visits undertaken by Trading Standards]	-	Date of visit + 3 years	Secure Disposal	No	Not Protectively Marked	-
TSD6.0.5	Report folders relating to investigations and offences	-	Last Action Taken + 3 years	Secure Disposal	No	Not Protectively Marked	-
TSD6.0.6	TS16a report of Food Standards Inspection and TS16B report of Food Standards/Feed Law Inspection	-	Date of report + 6 years	Secure Disposal	No	Not Protectively Marked	-
TSD6.0.7	RPA/AH (Animal Health) Inspection List	-	Last Action Taken + 1 year	Secure Disposal	Yes	Official	-
TSD7.0	Investigations	-	-	-	-	-	-
TSD7.0.1	Surveillance Information	Regulation of Investigatory Powers Act Part 2	Last Action Taken + 6 years – weeded annually	Secure Disposal	No	Official	-

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TSD7.0.2	Covert Human Intelligence Source (CHIS) authorisation	Regulation of Investigatory Powers Act Part 2	Date of authorisation + 6 years	Secure Disposal	No	Official	-
TSD7.0.3	All records relating to surveillance or monitoring activity which falls under the Regulation of Investigatory Powers Act 2000	Regulation of Investigatory Powers Act Part 2	Last Action Taken + 6 years	Secure Disposal	No	Official	-
TSD7.0.4	Disclosure requests from police and banks	-	Last Action Taken + 1 year	Secure Disposal	Yes	Official	-
TSD7.0.5	Data Protection Act Requests	-	Last Action Taken + 1 year	Secure Disposal	Yes	Official	-
TSD7.0.6	Enterprise Act Consultation	-	Last Action Taken + 1 year	Secure Disposal	Yes	Official	-
TSD7.0.7	Ongoing Investigation Folders	-	Last Action Taken + 6 years	Secure Disposal	Yes	Official	-
TSD7.0.8	Investigations on Businesses	-	Last Action Taken + 6 years	Secure Disposal	Yes	Official	-
TSD7.0.9	Scam Referrals	-	Last Action Taken + 6 years	Secure Disposal	Yes	Official	-
TSD8.0	Monitoring	-	-	-	-	-	-
TSD8.0.1	Metrology Appointment Request Form TS25	-	Last Action Taken + 6 years	Secure Disposal	No	Not Protectively Marked	-
TSD8.0.2	Metrology Equipment Moved / Equipment Unserviceable	-	Last Action Taken + 6 years	Secure Disposal	No	Not Protectively Marked	-
TSD8.0.3	Client reports and Certificates - Sample submission, tests carried out, methods, results, QC checks, result reports, certificates issued. Quotes provided	-	Last Action Taken + 6 years	Secure Disposal	No	Official	-
TSD8.0.4	Internal Procedures - Operating procedures and testing methods for analytical and Calibration	-	Last Action Taken + 7 years	Secure Disposal	No	Official	-
TSD8.0.5	Client details, samples submission, tests carried out, methods results, QC checks, results report	-	Last Action Taken + 6 years except RTA sample data which is destroyed after one year	Secure Disposal	Yes	Official	-
TSD8.0.6	FAPAS tests undertaken, QA Assessments, monitoring	-	Last Action Taken + 6 years	Secure Disposal	No	Not Protectively Marked	-
TSD8.0.7	ISO14001 Documentation - Environment action plan, monitoring against plan.	-	Last Action Taken + 6 years	Secure Disposal	No	Not Protectively Marked	-
TSD8.0.8	Samples and Calibration items - Physical sample, submission form.	-	Last Action Taken + 6 years	Secure Disposal	No	Not Protectively Marked	-
TSD8.0.9	Internal quality and metrology audits	-	Date of audit + 6 years	Secure Disposal	No	Not Protectively Marked	-

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TSD8.0.10	Call Out Rotas	-	Date of call out + 6 years	Secure Disposal	No	Not Protectively Marked	-
TSD8.0.11	Authority Public Protection (APP) system - Details held include, Names, Address and information on Trading Standards enquires	-	Date of enquiry + 7 years	Secure Disposal	Yes	Official	-
TSD8.0.12	FSSNet samples (Food Safety Surveillance samples)	-	Date of sample + 7 years	Secure Disposal	No	Not Protectively Marked	-
TSD8.0.13	Importers, Manufacturers & Producers spreadsheet	-	Last Action Taken + 2 years	Secure Disposal	Yes	Official	-
TSD8.0.14	Intelligence Database	-	Last Action Taken + 7 years	Secure Disposal	Yes	Official	-
TSD8.0.15	Property Misdemeanors /Estate Agents folder	-	Last Action Taken + 6 years	Secure Disposal	No	Not Protectively Marked	-
TSD8.0.16	Weighbridge Testing	-	Last Action Taken + 6 years	Secure Disposal	No	Not Protectively Marked	-
TSD8.0.17	Weights and Measures Appointments	Weights and Measures Act 1985	Last Action Taken + 6 years	Secure Disposal	Yes	Official	-
TSD8.0.18	Weighbridges and weighbridges used by the Police spreadsheets	-	Operational use	Secure Disposal	No	Not Protectively Marked	-
TSD8.0.19	Prescribed Officer Stamp Numbers	-	Date stamp issued + 6 years then review	Secure Disposal	No	Not Protectively Marked	-
TSD8.0.20	Underage Sale Test Purchase Operations list	-	Operational Use	Secure Disposal	No	Not Protectively Marked	-
TSD9.0	Licensing	-	-	-	-	-	-
TSD9.0.1	Animal Movement Licences	-	Date of licence + 3 years	Secure Disposal	Yes	Not Protectively Marked	-
TSD9.0.2	Record Recall spreadsheet (list of farmers requested to send us their animal movement records)	-	Operational use	Secure Disposal	Yes	Official	-
TSD9.0.3	Applicant/Trader details	-	Date registration ceases + 4 years	Secure Disposal	Yes	Official	-
TSD9.0.4	Licence Reviews	-	Date of review + 6 years	Secure Disposal	Yes	Official	-
TSD9.0.5	Consumer Credit Licence Applications	-	Date of licence + 6 years	Secure Disposal	Yes	Official	-
TSD9.0.6	All information relating to the siting and condition of petroleum tanks	-	Life of the tank + a minimum of 100 years then review	Secure Disposal	No	Official	-
TSD9.0.7	Petroleum licences issued under the Petroleum (Consolidation) Regulations 2014	Petroleum (Consolidation) Regulations 2014	Date of the end of the licence + 6 years	Secure Disposal	Yes	Official	-
TSD9.0.8	All records relating to the licencing of sites holding or manufacturing explosives (i.e. Fireworks)	-	Date of the licence + 6 years	Secure Disposal	No	Not Protectively Marked	-

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TSD9.0.9	Bakers Exemption Certificates [exemption for small bakers from keeping records about the weight of loaves]	Weights and Measures Act 1985; Weights and Measures Act (Packaged Goods) Regulations 2006	Date certificate revoked + 6 years	Secure Disposal	No	Not Protectively Marked	-
TSD9.0.10	Weighbridge Operators Certificates	Merchant Shipping Act	Date certificate revoked + 6 years	Secure Disposal	No	Not Protectively Marked	-
TSD9.0.11	Performing Animals Certificates	Performing Animals (Regulation) Act 1925	Date certificate revoked + 6 years	Secure Disposal	No	Not Protectively Marked	-
TSD9.0.12	Food and Feeding Stuffs Certificate	Agriculture Act 1970	Date certificate issued + 6 years	Secure Disposal	No	Not Protectively Marked	-
TSD9.0.13	All records relating to the licensing of premises and activities	Limitation Act 1980 (Section 2)	Date licence expires + 6 years	Secure Disposal	No	Not Protectively Marked	-
TSD10.0	Registers	-	-	-	-	-	-
TSD10.0.1	Property Register [listing all property seized in the course of enforcement action]	-	Close of register + 6 years	Secure Disposal	No	Not Protectively Marked	-
TSD10.0.2	Poultry Register (list of poultry keepers)	-	Until superseded by a new version from DEFRA	Secure Disposal	No	Not Protectively Marked	-
TSD10.0.3	Property used in prosecutions [listed in the Property Register]	-	End of case + 6 months	Returned to owner or Secure Disposal	No	Not Protectively Marked	-
TSD10.0.4	Evidence Management Spreadsheet (Property Sheet Number) (EMS)	-	End of case + 6 months	Secure Disposal	No	Not Protectively Marked	-
TSD10.0.5	Weights & Measures Equipment Register	-	Last entry in register + 7 years	Secure Disposal	No	Not Protectively Marked	-
TSD10.0.6	Local Standard weights & measures equipment list	-	Operational use	Secure Disposal	No	Not Protectively Marked	-