

Surrey County Council Waste Management Retention Schedule

Ref No	Description	Legal Basis	Retention	Action at End of Retention	Contains Personal Information	Protectively Marked?	Notes/Access
WA1.0	Recycling	-	-	-	-	-	-
WA1.0.1	Recycling Credits	Environmental Protection Act 1990	Current year + 1 year	Secure Disposal	No	Not Protectively Marked	-
WA1.0.2	Records relating to waste minimisation	Environmental Protection Act 1990	Last action on contract + 30 years	Offer to Archives	No	Not Protectively Marked	-
WA1.0.3	Public Consultation - questionnaires	Environmental Protection Act 1990	Current year + 5 years	Secure Disposal	No	Not Protectively Marked	-
WA2.0	Collection	-	-	-	-	-	-
WA2.0.1	Records relating to Waste Licencing	The Waste (England and Wales) Regulations 2011	Last action on contract + 30 years	Secure Disposal	No	Official	-
WA2.0.2	Waste Transfer Notes	The Environmental Protection (Duty of Care) Regulations 1991 (SI 1991 No 2839)	Minimum of 2 years	Secure Disposal	No	Not Protectively Marked	-
WA2.0.3	Waste Carriers/Application Forms	The Waste (England and Wales) Regulations 2011	Life of registration + 3 years	Secure Disposal	No	Not Protectively Marked	-
WA2.0.4	Records relating to the management and collection of clinical waste in residential homes	Safe management of healthcare waste Version; 2.0: England	Date of disposal + 7 years	Secure Disposal	No	Not Protectively Marked	-
WA3.0	Waste Sites	-	-	-	-	-	-
WA3.0.1	Weighbridge Tickets	Weights & Measures Act 1985 (Section 18)	Current year + 6 years	Secure Disposal	No	Not Protectively Marked	-
WA3.0.2	Records relating to the direct control of household recyclable sites	Household Waste Recycling Act 2003	Life of the site and then review	Offer to Archives	No	Official	-
WA3.0.3	Reports made every 6 months during the life of the contract of waste management sites	Environmental Permitting Regulations (England and Wales) 2010	Life of the contract then review	Secure Disposal	No	Official	-
WA3.0.4	Maintenance reports submitted by contractors relating to the kit and equipment on waste sites	Environmental Permitting Regulations (England and Wales) 2010	Current year + 1 year	Secure Disposal	No	Not Protectively Marked	-
WA3.0.5	Site files relating to individual waste sites which may be managed by a number of different contractors over its life span	Environmental Permitting Regulations (England and Wales) 2010	Life of the site + 7 years	Secure Disposal	No	Official	-
WA3.0.6	Files relating to individual contractors responsible for managing waste site	Environmental Permitting Regulations (England and Wales) 2010	Last action on contract + 12 years	Secure Disposal	No	Official	-
WA3.0.7	Household Waste Recycling Centre vehicle voucher applications		Date of application + 6 years	Secure Disposal	No	Official	-
WA3.0.8	Records relating to the licencing and environmental control of closed landfill sites	Environmental Permitting Regulations (England and Wales) 2010	Life of the site	Secure Disposal	No	Official	-

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WA3.0.9	After Care files	Environmental Permitting Regulations (England and Wales) 2010	Last contact + 3 years	Offer to Archives	No	Official	-
WA4.0	Tipping	-	-	-	-	-	-
WA4.0.1	Records relating to abandoned vehicles	Clean Neighbourhoods and Environment Act 2005	Last action on contract + 3 years	Secure Disposal	No	Official	-
WA4.0.2	Enforcement files	Limitation Act 1980 (Section 2)	Date case prosecuted + 6 years	Secure Disposal	Yes	Official	-
WA4.0.3	PACE notebooks used in the process of collecting evidence in fly tipping cases	Police and Criminal Evidence Act 1984	Date notebook closed + 6 years	Secure Disposal	Yes	Official	-