IMPORTANT: There is currently a legal hold on the destruction of records relating to the care of children and these records should not be destroyed until the hold has been lifted. **Retention Schedule**

Need a retention policy added or changed or have any other questions? Contact recordsmanagement@wiltshire.gov.uk

	ervice Area	Business	Task	Record	Trigger Point	Years	Months Permanent?	Disposition Action	period decision	nts/queries	roved by
	/aste & nvironment	Fleet Compliance Team	Hackney carriage/private hire driver Licences	App form	Expiry of licence		1	Doctroy			
	/aste &	Fleet Compliance	driver licences	Арр тотті	expiry of ficerice		1	Destroy			
	nvironment	Team		Medical form	Expiry of licence		1	Destroy			
	/aste &	Fleet Compliance		Wedied form	Expiry of nectice		-	Destroy			
	nvironment	Team		Fit & proper RA info	Expiry of licence		1	Destroy			
	/aste &	Fleet Compliance			r /			,			
	nvironment	Team		Driving assessments	Expiry of licence		1	Destroy			
W	/aste &	Fleet Compliance			. ,			•			
Er	nvironment	Team		DVLA Checks	Expiry of licence		1	Destroy			
W	/aste &	Fleet Compliance									
Er	nvironment	Team		Knowledge Tests	Expiry of licence		1	Destroy			
W	/aste &	Fleet Compliance									
Er	nvironment	Team		Certificate of good conduct	Expiry of licence		1	Destroy			
W	/aste &	Fleet Compliance									
	nvironment	Team		Immigration Checks	Expiry of licence		1	Destroy			
	/aste &	Fleet Compliance									
	nvironment	Team		Photograph	Expiry of licence		1	Destroy			
	/aste &	Fleet Compliance	Hackney carriage/private hire					_			
	nvironment	Team	vehicle licences	App form	Expiry of licence		1	Destroy			
	/aste & · .	Fleet Compliance			- · · · · · · · ·		_	5 .			
	nvironment	Team		Inspection form	Expiry of licence		1	Destroy			
	/aste &	Fleet Compliance		Cit () Duanay DA Info	Franker of Bosses		4	Destroit			
	nvironment	Team		Fit & Proper RA Info	Expiry of licence		1	Destroy			
	/aste & nvironment	Fleet Compliance Team	Private hire operators licences	App form	Expiry of licence		1	Doctroy			
	/aste &	Fleet Compliance	Private fille operators licences	Арр тотті	expiry of ficerice		1	Destroy			
	nvironment	Team		Fit & Proper RA Info	Expiry of licence		1	Destroy			
	/aste &	Fleet Compliance		The destroyer has line	Expiry of ficefice		±	Destroy			
	nvironment	Team		Immigration Checks	Expiry of licence		1	Destroy			
	/aste &	Fleet Compliance			,		_	_ 550. 5 1			
	nvironment	Team	Complaints/correspondance		Date of action		6	Destroy			
	/aste &	Fleet Compliance						•			
	nvironment	Team	Enforcement files/tapes/letters		Date of action		6	Destroy			
								-	Retention period is		
									defined by the		
W	/aste &	Fleet Compliance	National Taxi Licensing Refusals &	Driver details and disclosure of if revoked				Remove Data from	National Anti Fraud		
Er	nvironment	Team	Revocation Database	or refused.	Date of action		25	NR3	Network (NAFN)		