

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

Ref	Service Area	Business	Task	Record	Trigger Point	Years	Months	Permanent?	Disposition Action	Basis of retention period decision	Notes/comments/queries	Owner/approved by
	Waste & Environment	Fleet Compliance Team	Hackney carriage/private hire driver Licences	App form	Expiry of licence		1		Destroy			
	Waste & Environment	Fleet Compliance Team		Medical form	Expiry of licence		1		Destroy			
	Waste & Environment	Fleet Compliance Team		Fit & proper RA info	Expiry of licence		1		Destroy			
	Waste & Environment	Fleet Compliance Team		Driving assessments	Expiry of licence		1		Destroy			
	Waste & Environment	Fleet Compliance Team		DVLA Checks	Expiry of licence		1		Destroy			
	Waste & Environment	Fleet Compliance Team		Knowledge Tests	Expiry of licence		1		Destroy			
	Waste & Environment	Fleet Compliance Team		Certificate of good conduct	Expiry of licence		1		Destroy			
	Waste & Environment	Fleet Compliance Team		Immigration Checks	Expiry of licence		1		Destroy			
	Waste & Environment	Fleet Compliance Team		Photograph	Expiry of licence		1		Destroy			
	Waste & Environment	Fleet Compliance Team		Hackney carriage/private hire vehicle licences	App form	Expiry of licence		1		Destroy		
	Waste & Environment	Fleet Compliance Team	Inspection form		Expiry of licence		1		Destroy			
	Waste & Environment	Fleet Compliance Team	Fit & Proper RA Info		Expiry of licence		1		Destroy			
	Waste & Environment	Fleet Compliance Team	Private hire operators licences	App form	Expiry of licence		1		Destroy			
	Waste & Environment	Fleet Compliance Team		Fit & Proper RA Info	Expiry of licence		1		Destroy			
	Waste & Environment	Fleet Compliance Team		Immigration Checks	Expiry of licence		1		Destroy			
	Waste & Environment	Fleet Compliance Team	Complaints/correspondance		Date of action		6		Destroy			
	Waste & Environment	Fleet Compliance Team	Enforcement files/tapes/letters		Date of action		6		Destroy			
	Waste & Environment	Fleet Compliance Team	National Taxi Licensing Refusals & Revocation Database	Driver details and disclosure of if revoked or refused.	Date of action		25		Remove Data from NR3	Retention period is defined by the National Anti Fraud Network (NAFN)		