

Development Management Team: Data Retention Periods

The [Planning Privacy Statement](#) on the Argyll and Bute Council website informs customers of the planning service what information we hold, why we hold it, and what we do with it.

This document provides more detail on the format and retention periods.

Back Office System.

Our secure back office system holds records of all Planning Applications, Planning Appeals and Planning Enforcement cases for almost thirty years, and Pre-application Advice for nearly ten years.

Our back office system populates [Public Access](#) which is the principal way that members of the public find information relating to planning applications.

We are currently deploying software which will remove personal email addresses and phone numbers for both Applicants and Contributors, for all historic cases in line with the table overleaf. (*Contributor is the term used to define a person making a representation about a planning application, either to support or object.)*

Electronic Document Management System

Our EDMS stores electronic documents relating to the above and holds information dating back fifteen years. Much of this information is available to view through Public Access. Applicant and Contributor personal email addresses, phone numbers, and signatures are redacted prior to publication.

Software has been deployed which will remove documents no longer required to be archived, for all historic cases in line with the table overleaf.

Compact Disc / Microfiche

Electronic copies of documents prior to 2002 are held on either CD or Microfiche, and as such are more difficult to retrieve. This information is not held in a format which can be viewed via the Public Access system.

Pre-Application Advice Requests

Source	Description	Retention Period	Retention Trigger	Comments
Back Office	Case Record	In Perpetuity		Retained to provide a record of planning history for the site
	Applicant / Agent contact details	6 years	Date Case Closed	Retained to provide a record of pre-planning advice given to customers.
Documentation	All	6 years	Date Case Closed	Historical information provides consistency for any future advice given for the same site.

Planning Applications

Source	Description	Retention Period	Retention Trigger	Comments
Back Office	Case Record	In Perpetuity		Retained to provide a record of planning history for the site
	Applicant email/phone	6 years	Decision Date	Listed under part 1 of the Planning Register (<i>see below</i>)
	Contributors			Covered by The Local Government (Access to Information) Act 1985
Documentation	Approved/Refused Plans	In Perpetuity		The Planning Authority must retain this information. It is listed under part 2 of the Planning Register, as laid out in the Town and Country Planning (Scotland) Act 1997 and other related legislation.
	Decision Notice			
	Delegated Report / Committee Report			
	Discharge of Decision documentation			
	Environmental Statements			
	Statement of Refusal under EIA Regulations			
	Consultee Responses			
	Application Form	10 years	Decision Date	The Planning Authority has a legal duty to be able to provide this information under The Local Government (Access to Information) Act 1985. It is listed under part 1 of the Planning Register, as laid out in the Town and Country Planning (Scotland) Act 1997 and other related legislation
	Design & Access Statement			
	PAC Report			
Plans & Drawings (discarded/superseded)				

Planning Applications cont...

Source	Description	Retention Period	Retention Trigger	Comments
Documentation	Contributors	6 years	Decision Date	Retained as background information relating to how the authority considered public representations as part of the decision making process. Will be required as background information should a decision be appealed. Personal email addresses, phone numbers, signatures are redacted prior to being published.
	<i>All other relevant documentation, not listed above</i>	6 years	Decision Date	Retained as background information relating to the how the authority considered other information as part of the decision making process. Will be required as background information should a decision be appealed.

Planning Enforcement & High Hedges

Source	Description	Retention Period	Retention Trigger	Comments
Back Office	Case Record	In Perpetuity		Retained to provide a record of enforcement history for the site.
Documentation	All Enforcement documentation			The Enforcement of Planning Control Register can be found on the Council website.
	High Hedge Register and Decision Notices			The High Hedge Register is also available on our website.
	<i>All other High Hedge documentation</i>	6 years	Decision Date	Retained as background information relating to the how the authority considered the High Hedge complaint.

Planning Appeals

Source	Description	Retention Period	Retention Trigger	Comments
Back Office	Case Record	In Perpetuity		Some planning decisions are contested by appealing to The Scottish Government Planning and Environmental Appeals Division (DPEA). Information and documentation relating to appeals is available through the DPEA website .
Documentation	Notification of Appeal DPEA Decision	In Perpetuity		
		<i>All other relevant documentation</i>	6 years	DPEA Decision Date

Planning Local Review Body

Source	Description	Retention Period	Retention Trigger	Comments
Back Office	Case Record	In Perpetuity		Some applicants may seek a review of a planning decision made by the Planning Authority under delegated powers. These reviews take place independently of the planning service, and are administered by the Council's Governance and Law service. Information on LRB's can be found here . Agenda's and minutes can be found here .
Documentation	Notice of Review LRB Decision	In Perpetuity		
		<i>All other relevant documentation</i>	6 years	LRB Decision Date