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Retention schedule

Last Modified February 09, 2021



Corporate retention schedule

This corporate retention schedule has been drafted in order to assist the council in its ongoing compliance with the Freedom of Information Act 2000, the Data Protection Act 2018 and the General Data Protection Regulation (EU), Environmental Information Regulations and related information legislation.

Our corporate retention schedule is now held in sections as shown below for ease of searching.

To enable compliance with information related legislation, the council needs to know where all its information is, how long it should be kept for and what reasons we are keeping it for, along with a well-managed corporate disposal policy.

The schedule is a 'living document' that will be amended and modified as and when retention details change, new information is obtained, or regulations and legislation that govern information and its use are introduced or changed

- [Corporate retention schedule introduction \[PDF 676KB\]](#)

Individual service retention schedules

- [Adult services retention schedule](#)
- [Childrens service retention schedule \[PDF 386KB\]](#)
- [Communication and regeneration](#)
- [Community and environmental services retention schedule](#)
- [Corporate delivery unit retention schedule](#)
- [Education retention schedule](#)
- [Governance and partnerships retention schedule](#)
- [HeadStart retention schedule \[PDF 360KB\]](#)
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Blackpool Council

Municipal Buildings
Corporation Street
Blackpool
FY1 1NF

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