

Sunderland City Council Retention Schedule

Ref Number	Business Function and Record Type	Retention Period	Action	Prompt	Notes and Statutory Requirements
Business Systems Coordination and Compliance Team					
1	H&S Risk Assessments	7 Years	Electronic Documents to be deleted	Annually	Kept for 7 years to counteract retrospective claims.
2	28 Day Notices \ Forward Plan Log	1 Year	Electronic Documents to be deleted	Annually	Keep for 1 year as departmental record. Main record held by Law and Governance.
3	EU Service Directory	1 Year	Paper records and electronic documents to be disposed of.	Annually	Non essential records
4	Delegated Decisions	3 Months Paper 7 Years Electronic	Paper records to be destroyed after 3 months. Electronic Records to be deleted after 7 years.	Annually	Keep for 7 years as many relate to procurement and are therefore financial records.
5	JCF Minutes	3 Years	Electronic Documents to be deleted	Annually	Keep for 3 years as main record.
6	Monthly Performance Indicator Updates	2 Years	Electronic Documents and paper records to be disposed of.	Annually	Keep for 2 years as operational record.
7	Corporate Priority Action Updates	2 Years	Electronic Documents and paper records to be disposed of.	Annually	Keep for 2 years as operational record.
8	Members Enquiries	3 months	Paper records to be	Annually	Keeping electronic

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		Paper 3 years Electronic	destroyed after 3 months. Electronic Records to be deleted after 3 years		records for 3 years to source historic issues.
9	MPs Enquiries	3 months Paper 3 years Electronic	Paper records to be destroyed after 3 months. Electronic Records to be deleted after 3 years	Annually	Keeping electronic records for 3 years to source historic issues.
10	Petitions	3 months Paper 3 years Electronic	Paper records to be destroyed after 3 months. Electronic Records to be deleted after 3 years	Annually	Keeping electronic records for 3 years to source historic issues.
11	Freedom of Information Requests	3 months Paper 5 years Electronic	Paper records to be destroyed after 3 months. Electronic Records to be deleted after 5 years	Annually	Keeping electronic records for 5 years to source historic issues.
12	Training Plan	2 Years	Electronic Documents and paper records to be disposed of.	Annually	Keep for 2 years as operational record.
13	Delegation Scheme	7 Years	Records to be destroyed after 7 years.	Annually	Keep for 7 years as supporting financial record.
14	Code of Conduct Forms	5 Years	Electronic Documents to be deleted after 5 years.	Annually	Kept for 5 years for directorates personnel record. Original held on personal file in HROD.
15	Business Continuity Plan	1 Year	Paper and electronic documents to be disposed of annually.	Annually	After each
16	H&S Stats and Supporting Details	2 Years Paper 5 Years Electronic	Paper records to be destroyed after 2 Years. Electronic Records to be deleted after 5 years	Annually	Keeping electronic records for 5 years to enable trend and individual historic analysis.
17	Sickness Stats	2 Years	Electronic Documents and paper records to be disposed of.	Annually	Keep for 2 years as operational record. Main record held by HROD.
18	Approved Signatory Forms	1Year Paper 7 Years Electronic	Paper records to be destroyed after 1 Year. Electronic Records to be deleted after 7 years.	Annually	Keep for 7 years as many relate to procurement and are therefore

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					financial records.
19	CDM Self Assessments	5 Years	Electronic Documents to be deleted	Annually	Kept for 5 years to counteract retrospective claims.