

Sunderland City Council Retention Schedule

Type of Record	Name of Record	Retention Period	Action	Prompt	Notes and Statutory Requirements
Property Services					
Estates					
Valuation/Redevelopment	Redevelopment	Retain for life of property or building	Destroy	Date of last action	Common Practice
	Valuation				
Leases/Tenancies at Will	Lease Details	15 years after expiry of lease	Destroy	Date of expiry of lease	Common Practice
	Works carried out to leased property	7 years after work carried out	Destroy	Date of last action	Common Practice
Licences	Licences and various other agreements such as wayleaves and easements	Life of wayleave/easement	Destroy	Date wayleave/easement expires	Common Practice
Finance Invoices and orders		6 years	Destroy	Date of last action	Common Practice
Acquisitions and Disposals	Acquisitions	Life of property plus 12 years	Destroy	Date of last action	Common Practice
	Disposals	15 years after all obligations/entitlements are concluded	Destroy	Date of last action	Common Practice