

Sunderland City Council Retention Schedule Sept 2017

Type of Record	Name of Record	Retention Period	Action	Prompt	Notes and Statutory Requirements
Infrastructure and Transportation					
Highways Asset Management					
Streetworks	Streetworks Register	Permanent	Archive	When no longer needed on site	Statutory Requirement
	Streetworks Inspections	6 years	Destroy	Date of last action	Common Practice
	Correspondence	6 years	Destroy	Date of last action	Common Practice
	Manuals	Until Superseded	Destroy	Date superseded	Common Practice
	Financial Information and Statistics	6 years	Destroy	Date of last action	Common Practice
Highways Management	Correspondence	2 years	Destroy	Date of last action	Common Practice
	Minutes/Agendas	1 year	Destroy	Date of last action	Common Practice
	Policies and Procedures	Until superseded	Destroy (one master copy may be kept if necessary)	Date superseded	Common Practice
Private Works	Agendas	1 year	Destroy	Date of last action	Common Practice
	Invoices/Estimates/Work Orders/Sales Orders	6 years	Destroy	Date of last action	Common Practice
	Section 50/171 Notices	Permanent	Permanent	When no longer needed on site	Common Practice
	Section 154 – Overhanging trees	Permanent	Permanent	When no longer needed on site	Common Practice
	R199b Annual highways network assessment	Permanent	Permanent	When no longer needed on site	Common Practice

	grant (DFT)				
Street Lighting	Agendas	1 year	Destroy	Date of last action	Common Practice
	Contracts/Legal Documents	12 years	Destroy	Date of last action	Common Practice
	Policies and Procedures	Until superseded	Destroy	When superseded	Common Practice
	Reports	Permanent	Archive	When no longer needed on site	Common Practice
	Research/Strategy	Until no longer relevant	Destroy	When no longer relevant	Common Practice
	Plans	Permanent	Archive	When no longer needed on site	Common Practice
	Statistics	3 years	Destroy	Date of last action	Common Practice
Highway Records	Safety Inspection Records	6 years	Destroy	Date of last action	Common Practice
	Public Reports/Complaints	6 years	Destroy	Date of last action	Common Practice
	Defect Faxes	6 years	Destroy	Date of last action	Common Practice
	Emergency Orders/Works Orders	6 years	Destroy	Date of last action	Common Practice
	Public Liability Claims	3 years after closure and end of obligations (allowing for claimant to reach 22 years of age)	Destroy	Date of last action	Legislative requirement (litigation)
	Skips/Scaffold Application/Permits	6 years	Destroy	Date of last action	Common Practice
	Footpath Crossings Application/Construction	6 years	Destroy	Date of last action	Common Practice

	Street Café Licences	6 years	Destroy	Date of last action	Common Practice
	Photographs	Permanent	Archive	When no longer needed on site	Common Practice
Highway Adoption Records	Adoption Plan	Permanent	Archive	When no longer needed on site	Statutory Requirement
	Street Card Index	Permanent	Archive	When no longer needed on site	Statutory Requirement
	Section 38 and 278 info (adoption plans/Land charges)	12 years	Archive	Date of last action	Common Practice
	Highway Schemes Information	Permanent	Archive	When no longer needed on site	Statutory requirement
Case Files	Stopping up Files	Permanent	Archive	When no longer needed on site	Statutory requirement
	Adoption certificates	Permanent	Archive	When no longer needed on site	Statutory requirement
	Housing Transfer Plans	Permanent	Archive	When no longer needed on site	Statutory requirement
Highway Asset files	Whole government accounting files	Permanent	Archive	When no longer needed on site	Statutory requirement
	Highway Asset Management Plan files	12 years	Archive	Date of last action	Common Practice
Design and Procurement	Scheme Files/Project Management	12 years	Destroy	Date of last action	Common Practice
Rights of Way	Public Rights of Way Files	Permanent	Archive	When no longer needed on site	Common Practice
	Scheme Files	12 years	Destroy	Date of last action	Common Practice
	Definitive Map and	Permanent	Archive	When no longer	Common Practice

	Statement and Legal Orders			needed on site	
	Local Access Forum Records	7 years	Archive	Date of last action	Common Practice
	PROW Improvement Plan	Permanent	Archive	Date of last action	Common Practice
	Claim Files	3 years after closure and end of obligations (allowing for claimant to reach 22 years of age) [AS FOR <i>PUBLIC LIABILITY CLAIMS</i> ABOVE)	Archive	When no longer needed on site	Common Practice
	Section 31(6) deposits	Permanent	Archive	When no longer needed on site	Common Practice
	PROW Inspection Records	7 years	Destroy	Date of last action	Common Practice
	Claimed Route Files	Permanent	Archive	When no longer needed on site	Common Practice
	Cycle Network Development Files	7 years	Archive	Date of last action	Common Practice
	Finance Files	7 years	Destroy	Date of last action	Common Practice
	Parks Path Files	7 years	Destroy	Date of last action	Common Practice