

Type of Record	Name of Record	Retention Period	Action	Prompt	Notes and Statutory Requirements
<b>Planning Implementation</b>					
<b>Urban Design</b>					
Case Files	Disposal of Council Owned Sites	15 years after all obligations concluded	Destroy	From date obligations concluded	Common Practice
	Pre-Application Consultation	7 years after decision made	Destroy	From date decision made	Common Practice
	Sunniside Development Proposals	Permanent	Archive	From date use of file is concluded	Common Practice
Research Files	Technical Library	Until Superseded	Update and replace as necessary	Date of new publication/legislation	Common Practice
Plans	Design & Access	RISK ACCESS			
<b>Conservation</b>					
Financial (Grant Applications)/Case Files	Sunniside Townscape Heritage	9 years after completion	Destroy according to confidential waste guidelines	From date of completion	Common Practice
	Old Sunderland Townscape Heritage	9 years after completion	Destroy according to confidential waste guidelines	From date of completion	Common Practice
	Sunniside Commercial Property Grant Schemes	9 years after completion	Destroy according to confidential waste guidelines	From date of completion	Common Practice
	Old Sunderland (Riverside) Heritage Regeneration Scheme	9 years after completion	Destroy according to confidential waste guidelines	From date of completion	Common Practice
	Old Sunderland Riverside Conservation Area Partnership Scheme	9 years after completion	Destroy according to confidential waste guidelines	From date of completion	Common Practice
Photographs	Photographic Library – Conservation Areas; Old Sunderland; Listed Buildings; Buildings at risk	Permanent	Archive		Common Practice
Public Consultations	Adopted Planning Guidance	Permanent	Archive	From date of conclusion of administrative use	Common Practice
	Conservation Area Character Appraisals & Management Strategies i.e. Ashbrooke, Roker Park, Bishopwearmouth	Permanent	Archive	From date of completion	Common Practice
	Draft CAMS i.e. *Whitburn Bents, Houghton, The Cedars	Permanent	Archive	From date of completion	Common Practice
	List of Buildings of Special Architectural & Historical Interest in Sunderland	Until Superseded	Update and replace as necessary	From date of new publication/legislation	Common Practice
	Technical Library	Until Superseded	Update and replace as necessary	From date of new publication/legislation	Common Practice
	Buildings at Risk	Until Superseded	Update and replace as necessary	From date of new publication/legislation	Common Practice
	Conservation Area Info: General & Specific	Until Superseded	Update and replace as necessary	From date of new publication/legislation	Common Practice

Research Papers	English Heritage Guidance Notes	Until superseded	Update and replace as necessary	From date of new publication/legislation	Common Practice
	Tyne & Wear Specialist Conservation	Until superseded	Update and replace as necessary	From date of new publication/legislation	Common Practice
	Team Guidance Notes & Leaflets	Until superseded	Update and replace as necessary	From date of new publication/legislation	Common Practice
	Archaeological/Historic	Until superseded	Update and replace as necessary	From date of new publication/legislation	Common Practice
	Guides, Walks, Leaflets	Until superseded	Update and replace as necessary	From date of new publication/legislation	Common Practice
Policies & Procedures	Planning Policy, Guidance Notes (PP6), PPG15 & PPG16	Until superseded			Common Practice
<b>Regeneration</b>					
Public Consultation/Consultants Reports/Working Files	Port of Sunderland; Southwick Masterplan; Farringdon Row; Development Framework; Southwick CPO; Easington Lane SPG	Permanent	Archive	From end of project	Common Practice
Correspondence/Current Working Files	Southwick Masterplan; Rainton Bridge; Pennywell; Stadium Park; Farringdon Row; High Ford; Holmeside; Southwick Road; Doxford; Easington Lane; Port of Sunderland	Permanent	Archive	From end of project	Common Practice
Legal Agreements	Port of Sunderland; CPO's – Farringdon Row, Southwick	Permanent	Archive	From end of project	Common Practice
Research Papers	Technical Library	Until Superseded	Update and replace as necessary	From date of new publication/legislation	Common Practice
Financial	Port of Sunderland; Rainton Bridge; Farringdon Row	12 years after completion	Destroy according to confidential waste guidelines	From end of project	Common Practice
<b>New Developments</b>					
Case Files	Development Brief Working Files, Individual Project/Work Area Working Files (Current/Old)	RISK ASSESS			
Case Files/Finance	Sunnside Project Monitoring	7 years after completion	Destroy according to confidential waste guidelines	From end of project	Common Practice
Photographs (Non Digital)	Various Improvement Areas e.g. City Centres	Permanent	Archive		Common Practice
<b>Management</b>					
Correspondence	Sunnside; Fulwell Mill	3 years after completion	Destroy	From date of completion	Common Practice
Minutes	Sunnside Steering Group; Committee Minutes; Port Partnership Panel	RISK ASSESS			
Financial Information	Sunnside Commercial Property Grant Scheme; Big Lottery Fund/National Lottery; SRB Monitoring	12 years after completion of scheme	Destroy according to confidential waste guidelines	From date of completion	Common Practice

Case Files (Current&Old)	Rainton Bridge South (2000-02); Rainton Bridge South (2002-03); Southwick Renewal Area; Holmeside; Stadium Park; Vaux Site; Hendon Orphanage; City Centre; Central Station (Working Files); St Peters/Bonnarsfield; Port Study; Sunnyside; Eppleton/Castletown	7 years after completion	Destroy	From date of completion	Common Practice
Public Consultations	Farringdon Row CPO	Permanent	Archive	From date of completion	Common Practice
Agendas	Committee Agendas	RISK ASSESS			
Publicity	Various Publications	Until Superseded	Update and replace as necessary	From date of new publication/legislation	Common Practice
Strategy Documents	Central Area Reports & Strategy; Urban Design Strategy; IT Strategy/E- Government	Permanent	Archive	Conclusion of strategy	Common Practice
Policies and Procedures	Code of Practice Recruitment & Selection; Health & Safety Policy; Risk Management; COSHH Assessment; Corporate Health & Safety; Employment Policies, Procedures and Guidance; Freedom of Information Act	Until Superseded	Update and replace as necessary	From date of implementation of new policy	Common Practice
Internal Guidance Management	Corporate Improvement Plan & Review Budget 2007-8	Until Superseded	Update and replace as necessary	From date of new plan	Common Practice
<b>Landscape and Reclamation</b>					
	Contract Documentation	12 years	Destroy	Date of last action 21/12/2016	
	Construction Design Management	Permanent	Archive	When no longer needed on site	
	Countryside Walk Packs/Leaflets	Until superseded	Update and replace as necessary	Release of new publication	Andrew Bewick action
	DC Application Notifications & Responses	3 years	Destroy	Date of last action	Only occasional consultations since 2011
	Environmental Management Documentation	Permanent	Archive	When no longer needed on site	Andrew Bewick Action
	Planning Application Consultations	3 years	Destroy	Date of last action 01/04/2015	Common Practice
	Planning Institute Journals	Until superseded	Update and replace as necessary	Release of new publication	Common Practice
	Plans/Drawings	Permanent	Archive	When no longer needed on site	Common Practice
	Photographs	Permanent	Archive	When no longer needed on site	Common Practice
	QA Document	Permanent	Archive	When no longer needed on site	Common Practice
	Reference Books	Until superseded	Update and replace as necessary	Release of new publication	Common Practice
	Reference Library	Until superseded	Update and replace as necessary	Release of new publication	Common Practice
	Scheme Files	12 years	Destroy	Date of last action Unknown	Common Practice
	Select Tender List	Until superseded	Update and replace as necessary	Release of new publication	Common Practice
	SSSi Register	Permanent	Archive	When no longer needed on site	Common Practice
	Technical Information – Reference Material	Until superseded	Update and replace as necessary	Release of new publication	Common Practice
	Woodland Survey	Permanent	Archive	When no longer needed on site	Common Practice