## Sunderland City Council Retention Schedule

Ref Number	Business Function and Record Type	Retention Period	Action	Prompt	Notes and Statutory Requirements			
Project Records Many of the records generated by project work will be unique to a particular project, such as technical documents, maps and plans. In these cases the retention of the record should be determined by the nature of the project. The most important factors to consider when deciding what retention period is appropriate the significance of the contribution made by the project to the functions performed by the organisation and the importance of the project to the development of the department within the organisation. Therefore the content below is intended as a guide only to trigger review of the information held for further consideration to be given at that time, in line with Data Protection requirements								
-	ct Records		Γ	T	I			
	<ul> <li>Project proposals: Capital</li> <li>Approved</li> <li>Rejected or Deferred</li> </ul> Project proposals: Revenue /Transformation <ul> <li>Approved</li> <li>Rejected or Deferred</li> </ul> Project Business Case: Capital Business Case: Revenue/Transformation	12 years 5 years 4 years 2 years 12 years 5 years	Destroy	Date of completion of Project	Records relating to major projects may be kept for second review (25 years)			

RETSCHPROJECTS

Studies, Plans and Specifications							
12 years 2 years 2 years 5 years		Date of					
6 years 2 years	Destroy	completion of project					
2 years 3 years							
12 years	Destroy	Date of completion of					
ations: mation s of requirements al requirements plans plans		project					
Maps, Plans, Drawings and Photographs							
12 years 5 years	Destroy	Date of last paper					
	2 years 2 years 5 years 2 years 2 years 3 years 12 years 5 years	2 years 2 years 5 years 2 years 2 years 2 years 3 years 12 years 5 years 12 years Destroy	2 years 2 years 5 yearsDestroyDate of completion of project6 years 2 years 2 years 3 yearsDestroyDate of completion of project12 years 5 yearsDestroyDate of completion of project				

## RETSCHPROJECTS

Project B	Project Board								
	Minutes: Capital	12 years							
	Correspondence: Capital	5 years	Destroy	Date of last paper					
	Minutes: Revenue/Transformation	12 years							
	Correspondence : Revenue/Transformation	5 years							
Reports	Reports								
	Stage assessments Gantt charts Highlight reports	3 years	Destroy	Date of issue					
Training									
	Manuals, training course material	2 years	Destroy	Date of completion of project					