

Sunderland City Council Retention Schedule

Type of Record	Name of Record	Retention Period	Action	Prompt	Notes and Statutory Requirements
Security Services					
Property Services					
	SAP Tracker Forms	Within IT regulations	Destroy	Date of last action	Common Practice
	Travellers, CIT, Security Contractor, CCTV Reg	5 years	Destroy	Date of last action	Common Practice
	RIPA Applications	Permanent until employee leaves organisation	Archive then destroy	Date employee leaves organisation	Common Practice
	RIPA Applications CAEC	Permanent	In line with CPS Guidance	In line with CPS Guidance	CPS
	Personnel Appraisals	5 years	Destroy	Date of last action	Common Practice
	CAEC Logs	3 years	Destroy	Date of last action	Common Practice
	Security Memo	7 years	Destroy	Date of last action	Common Practice
	CCTV Issue Register	Permanent	Permanent	Permanent	Police evidence
	BC Plans	2 years	Destroy	Review period	Common Practice
	Emergency Plans	2 years	Destroy	Review Period	Common Practice