

Sunderland City Council Retention Schedule

Type of Record	Name of Record	Retention Period	Action	Prompt	Notes and Statutory Requirements
Infrastructure and Commercial – Transportation and Development					
Infrastructure and Transportation					
Customer Relations	General Correspondence	3 years	Destroy	Date of last action	Common Practice
	Registers	6 years	Destroy	Date of last action	Common Practice
	Complaints	3 years	Destroy	Date of last action	Common Practice
	MORI	3 years	Destroy	Date of last action	Common Practice
	Performance Indicators	5 years	Destroy	Date of last action	Common Practice
Financial	Works Orders	6 years	Destroy	Date of last action	Common Practice
	Medium Term Financial Plan	Until Superseded	Destroy	Date of last action	Common Practice
Design	Scheme Files	12 years	Destroy	Date of last action	Common Practice
	CDM	Until Superseded	Destroy	Date of last action	Common Practice
	Safety Audits	Permanent	Archive	When no longer needed on site	Common Practice
Correspondence with other Organisations	Nissan	6 years	Destroy	Date of last action	Common Practice
	Public Transport	6 years	Destroy	Date of last action	Common Practice
	Special Authorisation DfT	6 years	Destroy	Date of last action	Common Practice
	Traffic Signals	6 years	Destroy	Date of last action	Common Practice
Other	Traffic Surveys	Permanent	Archive	When no longer needed on site	Common Practice
	TRO's	Permanent	Archive	When no longer needed on site	Common Practice

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Type of Record	Name of Record	Retention Period	Action	Prompt	Notes and Statutory Requirements
Highway Asset Management and Network Management					
Infrastructure and Transportation Services					
Customer Relations	General Correspondence	3 years	Destroy	Date of last action	Common Practice
	Registers	6 years	Destroy	Date of last action	Common Practice
	Complaints	3 years	Destroy	Date of last action	Common Practice
	MORI	3 years	Destroy	Date of last action	Common Practice
	Performance Indicators	5 years	Destroy	Date of last action	Common Practice
Financial	Works Orders	6 years	Destroy	Date of last action	Common Practice
	Medium Term Financial Plan	Until Superseded	Destroy	Date of last action	Common Practice
Design	Scheme Files	12 years	Destroy	Date of last action	Common Practice
	CDM	Until Superseded	Destroy	Date of last action	Common Practice
	Safety Audits	Permanent	Archive	When no longer needed on site	Common Practice
Correspondence with other Organisations	Nissan	6 years	Destroy	Date of last action	Common Practice
	Public Transport	6 years	Destroy	Date of last action	Common Practice
	Special Authorisation DfT	Permanent	Archive	Date of last action	Common Practice
	Traffic Signals	Until superseded	Destroy	Date of last action	Common Practice
Other	Traffic Surveys	Permanent	Archive	When no longer needed on site	Common Practice
	TRO's	Permanent	Archive	When no longer needed on site	Common Practice
Type of Record	Name of Record	Retention Period	Action	Prompt	Notes and Statutory Requirements

Infrastructure and Transportation Services	Parking					
	Customer Relations	Correspondence	6 years	Destroy	Date of last action	Common Practice
		Permit records	6 years	Archive	Date of last action	Common Practice
Financial		Debt/Warrant registration	6 years	Archive	Date of last action	Common Practice
		Freedom of Information requests	6 years	Destroy	Date of last action	Common Practice
		Payment details	6 years	Archive	Date of last action	Common Practice
		Cash Collection Files	6 years	Archive	Date of last action	Common Practice
		PCN Income/banking	6 years	Archive	Date of last action	Common Practice
Other		Waiver details	6 years	Destroy	Date of last action	Common Practice
		Traffic Reg Orders	6 years	Archive	Date of last action	Statutory requirements
		NPAS/TNT	6 years	Archive	Date of last action	Common Practice
		Order	6 years	Destroy	Date of last action	Common Practice
		Occupancy figures	6 years	Destroy	Date of last action	Common Practice
	FOI requests	6 years	Destroy	Date of last action	Common Practice	