

**SUNDERLAND CITY COUNCIL RETENTION SCHEDULE**

Ref Number	Business Function and Record Type	Retention Period	Action	Prompt Point for Archive When Records Closed	Notes and Statutory Requirements
<b>Facilities Management</b>					
Many of the records held by the facilities management section are also created by other areas of the Authority and therefore fall under one of the generic retention schedules. This includes health and safety, personnel, policy documents, and contracts.					
<b>School Catering</b>					
	Menus and Prices (master sets)	3 years	Destroy	Date superseded	
	Cleaning Schedules	Termly	Destroy	Date superseded	
	Key Holders List	Active document updated regularly	Destroy	When superseded	Common practice
	Health and Safety <ul style="list-style-type: none"> <li>• Risk Assessments</li> <li>• COSHH</li> <li>• Hazard Analysis</li> </ul>				Refer to Health and Safety Retention Schedule
	Calibration Certificates	6 years	Destroy	Date of issue	Limitation Act 1980
	Environmental Health, Kitchen Inspection Reports	6 years	Destroy	Date of report	
	School Meals Application Forms (completed)	6 years	Destroy	Date of last action	Limitation Act 1980 and Data Protection Act 1998
<b>Building Cleaning</b>					
	Maintenance Records, Service Records, Fault Reports	6 years	Destroy	Date of last action	Limitation Act 1980
	Quality Assurance Card / Analysis	3 years	Destroy	Date of last action	
	Work Schedules	Length of	Destroy	Date from which	See also Contracts

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		contract		contract expires	and Tenders Retention Schedule
<b>General Records</b>					
	Accident Report Forms (IR1) and records of injuries to adults	4 years	Destroy	Date of accident	
	Application for Paid / Unpaid Leave	2 years	Destroy	Date closed	
	Approved Supplier List	Annually	Review	When superseded	
	Audits	3 years	Destroy	New schedule generated	
	Benchmarking Statistics	5 years	Destroy	Date closed	
	Change of Circumstances	Original Held in HR 6 years FM 6 months	Destroy	Date administrative use concluded	
	Complimentary Letters	2 years	Destroy	Date of letter	
	Customer Consultation Analysis	3 years or until next exercise	Destroy	When next exercise generated	
	Customer Complaints	6 years	Destroy	Date of last action	Limitation Act 1980
	COSHH	5 years		When superseded	
	Equipment Inventory	Bi – Annual update		Contract renewal	
	Emergency Feeding Plan	Ongoing		Annual review	
	Training Records	6 years	Destroy	Termination of employment	
	Sickness Log	6 months	Destroy	When administrative use concluded	
	Site Inspection Checklists	6 years	Destroy	When administrative use concluded	
	Site Visit Logs	3 months	Destroy	When administrative use concluded	

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	Site Visit Analysis	3 years	Destroy	When administrative use concluded	
	Special Dietary Needs – Individual Diets	Until the minor's 21 <sup>st</sup> birthday plus one year	Destroy	Date of last action	
	Temperature Controls	6 months on site  6 years in archive	Destroy	Annual review	Transfer to office for archive
	Catering Booking Records	3 years	Destroy	Date superseded	
	Building Cleaning Staff Return Forms	6 months	Destroy	When administrative use concluded	
	Receipt of Uniforms	1 year	Destroy	Next uniform issue	
	Stationery Requests	6 months	Destroy	When administrative use concluded	
	Variation Orders	3 years	Destroy	Date of termination of contract	
	Work Schedules	6 years	Destroy	Date of termination of contract	