

Sunderland City Council Retention Schedule

Ref Number	Business Function and Record Type	Retention Period	Action	Prompt	Notes and Statutory Requirements
Libraries and Arts					
The majority of records created and maintained by the library and arts, will be records that have a long -term historical value and must be preserved permanently.					
Records relating to library membership should only be kept for as long is necessary, under the Data Protection Act, since the processing of personal data should cease after a person's library membership has come to an end.					
Acquisition and Stock Control					
	Catalogue of holdings	Until the stock is withdrawn	Constantly updated	When last copy withdrawn	
	Digitised images database	Permanent	Constantly updated		
	Bibliographic services acquisitions database	Permanent	Constantly updated		
	Conservation records of local studies material, e.g. stock books, record cards, log books.	Permanent	Archive	Transfer to place of deposit after administrative use concluded	
	Stock records, e.g. policy, instructions and standards	2 years	Destroy	Date of last action	
	Supplier records, e.g. supplier contacts and contact information	3 years	Destroy	Date of last action	
	Curatorial information about artefacts, e.g. exhibition and display information, and	Permanent	Archive	Transfer to place of deposit after	

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	correspondence, donor information, history of artefact			administrative use concluded	
	Photo library records e.g. photos, negatives, slides.	Permanent	Archive	Transfer to place of deposit after administrative use concluded	
	Collections management records, e.g. named parts, delivery notes, receipts, terms and conditions of use, correspondence.	6 years	Destroy	Date of last action	
Library Enquiries, Loans and Membership					
	Library members details and loan history (electronic and paper records)	Till date membership ceased	Destroy	Date membership ceased	
	Inter-library loan forms	6 months	Destroy	Date of closure of loan	
	Enquiry forms, correspondence	3 years	Destroy	Date of closure of enquiry	
	Comments, suggestions forms, and correspondence	3 years	Destroy	Date of last action	
Photocopying					
	Records documenting routine monitoring of copying	1 year	Destroy	Date of creation	
Access to Library Facilities					
	Records documenting policies governing availability and access to library facilities <ul style="list-style-type: none"> • Opening hours • General conditions of use • Library discipline • Catalogues/guides to materials 	3 years	Destroy	Date policy expires or is superseded	

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	Computer user declaration (AUP)	2 years	Destroy	Date of creation	
Arts Service					
	Arts related project records	6 years	Destroy	Date of last action	Also see Project Records Retention Schedule
	Arts organisations records	5 years	Destroy	Date of last action	
	Grant applications	6 years	Destroy	Date of last action	