

Sunderland City Council Retention Schedule

| Type of Record | Name of Record | Retention Period | Action | Prompt | Notes and Statutory Requirements |
|---|---|---------------------------|---------|-------------------------------|----------------------------------|
| Infrastructure and Transportation – Infrastructure and Commercial Structures and New Works | | | | | |
| Structures | Large Scheme Information | Permanent | Archive | When no longer needed on site | Common Practice |
| | Building Reg applications | Permanent | Archive | When no longer needed on site | Common Practice |
| | Small Scheme Information | 12 years | Destroy | Date of last action | Common Practice |
| | Housing Defects Inspection Reports (Gentoo) | Permanent | Archive | When no longer needed on site | Common Practice |
| | Site Investigation Reports | Permanent | Archive | When no longer needed on site | Common Practice |
| Bridges | Multi Storey Car Park Structures | Permanent | Archive | When no longer needed on site | Common Practice |
| | Bridge Records | Permanent | Archive | When no longer needed on site | Common Practice |
| | Bridge Drawings | Permanent | Archive | When no longer needed on site | Common Practice |
| | Bridge Scheme Information | Permanent – some 12 years | Archive | When no longer needed on site | Common Practice |
| Highways/Coastal | Condition Assessment Reports | Permanent | Archive | When no longer needed on site | Common Practice |
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| | Site Investigation Reports | Permanent | Archive | When no longer needed on site | Common Practice |
| | Coastal Monitoring | Permanent | Archive | When no longer needed on site | Common Practice |
| | Scheme Information | 12 yrs | Archive | When no longer needed on site | Common Practice |

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