

Sunderland City Council Retention Schedule
Sept 2017

Type of Record	Name of Record	Retention Period	Action	Prompt	Notes and Statutory Requirements
Infrastructure and Transportation					
Transportation Development					
Plans	Highway Schemes information	Permanent	Archive	When no longer needed on site	Statutory Requirement
Correspondence	Correspondence	3 years	Destroy	Date of last action	Common Practice
	General Correspondence	3 years	Destroy	Date of last action	Common Practice
Correspondence with other organisations	DfT	6 years	Archive	Date of last action	Common Practice
Scheme information	Project files	12 years	Archive	Date of last action	Common Practice
	Safety Audits	Permanent	Archive	When no longer needed on site	Common Practice
	Public Transport	6 years	Destroy	Date of last action	Common Practice
	Financial information	6 years	Destroy	Date of last action	Common Practice
	Contracts/legal documents	12 years	Destroy	Date of last action	Common Practice
	Policies and procedures	Until superseded	Destroy	When superseded	Common Practice