Sunderland City Council Retention Schedule

Ref Number	Business Function and Record Type	Retention Period	Action	Prompt	Notes and Statutory Requirements
Council Tax					
	Leaflets and information packs	When superseded	Destroy		
	Council Tax database on CIVICA Open Revenues.	Ongoing			Limitation Act 1980
	Council Tax paper records such as change of households, discount and exemption applications.	3 months	Destroy	Date of last action	Records are stored electronically on Civica W2 (DIP)
	Electronic storage of records relating to Council Tax accounts	Ongoing			Limitation Act 1980
	Court lists	6 years	Destroy	Date of last action	Limitation Act 1980
	Paper records relating to Insolvency actions	Life of the claim	Destroy	Date of end of the claim	
	Electronic records relating to Insolvency actions	Life of the claim	Delete	Date of end of the claim	
	Write off schedules	6 years	Destroy	Date of last action	
	VO Schedules	6 years	Destroy	Date of last action	
	Refunds	2 financial years	Destroy	Date of last action	
	Electronic record of Freedom of Information responses	3 years	Delete	Date of last action	

	Production files from printers	6 years	Delete	Date of last action	
	Death Notification lists	6 years	Delete		
	Lettings Lists	6 years	Delete		
	Statistical returns e.g CTB1, QRC 1,2,3 and 4	6 years	Delete	Date of last action	
	Benchmarking statistics and performance reports	6 years	Delete	Date of last action	
Business Rates					
	Business Rates database on Civica Open Revenues.	Ongoing			Limitation Act 1980
	Business Rates paper records such as changes of occupation, relief and exemption applications	3 months	Destroy	Date of last action	Records are stored electronically on Civica W2 (DIP)
	Electronic storage of records relating to Business Rate accounts	Ongoing			Limitation Act 1980
	Court Lists	6 years	Destroy	Date of last action	Limitation Act 1980
	Paper records relating to Insolvency actions	Life of the claim	Destroy	Date of end of the claim	
	Electronic records relating to Insolvency actions	Life of the claim	Delete	Date of end of the claim	
	Write off schedules	6 years	Destroy	Date of last action	
	VO Schedules	6 years	Destroy	Date of last action	
	Electronic record of Freedom of Information responses	3 years	Delete	Date of last action	

	Relief application forms	When superseded	Destroy	Date documents superseded	
	Production files from printers	6 years	Delete	Date of last action	
	Statistical returns e.g NNDR1,NNDR3, QRC 1,2,3,4	6 years	Delete	Date of last action	
	Benchmarking statistics and performance reports	6 years	Delete	Date of last action	
Accounts Receivable					
	Adult Care accounts on SWIFT/AIS	Ongoing			
	Periodic Income accounts	Ongoing			
	Sundry debt accounts on SAP	Ongoing			
	Paper correspondence associated to accounts	6 years or when account is closed (whichever is later)	Destroy	Date of last action	Limitation Act 1980
	Write off schedules	6 years	Destroy	Date of last action	
	Benchmarking statistics and performance reports	6 years	Destroy	Date of last action	