

Sunderland City Council Retention Schedule

Directorate: Smart Cities and Enabling Services		Information Asset Owner: Nicola Topping		Date Completed: February 2026		Next Review Date: February 2027	
Service Area:							
Record Code	Function Description	Main File/ Class Title	Retention Period	Action (review, destroy etc)	Prompt (Case Closure, client's date of birth etc)	Statutory Requirements	Notes
	Blue Badge and Concessionary Travel Pass documentation	Electronic copy of award evidence	3 years from award date	Delete	Manual deletion	GDPR	
	Electronic Blue Badge Photo	Electronic copy of customers photo	3 Month	Delete	Manual deletion	GDPR	
	FOI Requests	FOI Requests (including documentation provided)	2 years since request of FOI	Delete	Manual deletion	GDPR	
	Food bank referrals	Manual food bank referrals	6 months	Delete	Manual deletion	GDPR	
	Land Charges	Request for Land Charges	6 years	Delete	Manual deletion	GDPR	
	Voice recording	Digital recordings of customer telephone calls	3 months	Deleted	Automatic deletion	GDPR	