

Sunderland City Council Retention Schedule

Ref Number	Business Function and Record Type	Retention Period	Action	Prompt	Notes and Statutory Requirements
Elections and Electoral Registration					
Several Electoral Registration and Election document are required to be retained by the Electoral Registration Officer or the Returning Officer for a statutory period.					
These records are held by the Head of Electoral Services.					
Electoral Registration					
	Full Electoral Register	Permanent	N/A		ERO to hold Electoral Registers for a minimum of 16yrs. Older copies of the Electoral Register held at Local Studies Centre.
	Open Electoral Register	1 year(life of register	Confidentially Destroy	1 December	
	Household Enquiry Form	life of register	Confidentially Destroy	1 December	
	Invitations to Register	6 months	Confidentially Destroy	Date scanned in	Destroy in 6 months
	QEA (Queries, evidence requests, attestations)	6 months	Confidentially Destroy	Date scanned in	
	Absent Vote Applications	5 years	Confidentially Destroy	Date scanned in	

Elections					
	Nomination Papers	1 year	Confidentially Destroy	Date of poll	
	Home Address Forms	21 days	Confidentially Destroy	Date of poll	
	Statutory Election notices (pre-Election)	1 year	Confidentially Destroy	Date of poll	Any on display e.g. website, council offices, must be removed 21days following date of election
	Declaration of results	Permanent	n/a		
	Election documents (postal voting statements, Corresponding Numbers List, ballot box documents, count documents)	1 year	Confidentially Destroy	Declaration of result of poll	
	Ballot papers	1 year	Confidentially Destroy	Declaration of result of poll	
	Marked registers	1 year	Confidentially Destroy	Declaration of result of poll	
	Election Expenses	2 year	Confidentially Destroy	Deadline for submission of returns	

	Immigration Act Documentation	6 months	Confidentially Destroy	Date of scanning	
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