

### Sunderland City Council Retention Schedule

<b>Directorate:</b> Smart Cities & Enabling Services		<b>Information Asset Owner:</b> Nicola Topping		<b>Date Completed:</b> October 2025		<b>Next Review Date:</b> October 2027	
<b>Service Area:</b> Transformation Project Team							
<b>Project documentation</b>	<b>Record Type</b>	<b>Retention Period</b>	<b>Action</b>	<b>Prompt</b>	<b>Statutory Requirements</b>	<b>Notes</b>	
Research undertaken to see if projects are going to progress into delivery phase	Discovery work Feasibility studies Service reviews Options appraisals Business cases	2 years	Review	Date of completion of Project	GDPR	When project records span multiple data categories with varying retention periods, apply the longest retention period to the entire set as the overarching retention period  Retention date triggers a review of the information held. Further consideration should be taken prior to destruction.	
Internal projects	Minimum document set Email correspondence Business/Data analysis Options appraisals	3 years	Review	Date of completion of Project	GDPR		
Business led projects where TPT have had oversight or involvement	Minimum document set Email correspondence Business/Data analysis Options appraisals	3 years	Review	Date of completion of Project	GDPR		
Projects involving internal finance (revenue)	Purchase Orders / Goods Receipts Projects leading to a contract or revenue funded procurement Minimum document set Email correspondence Business/Data analysis Options appraisals	7 years	Review	Date of completion of Project	GDPR  HMRC - Compliance Handbook Manual CH15400  Limitation Act 1980		

Projects which have received European or other external funding	Funding contracts/bids/grant monitoring conditions Minimum document set Email correspondence Business/Data analysis Options appraisals	10 years or length of time required by funding body, whichever is higher.	Review	Date of completion of Project	GDPR  HMRC - Compliance Handbook Manual CH15400  Limitation Act 1980
Capital funded projects	Projects involving capital funded procurement Plans and Specifications Minimum document set Email correspondence Business/Data analysis Options appraisals	12 years	Review	Date of completion of Project	GDPR  HMRC - Compliance Handbook Manual CH15400  Limitation Act 1980
Major projects	To be determined at project closure.  Planning permissions Consultations Finance Minimum document set Email correspondence Business/Data analysis Options appraisals	25 years	Review	Date of completion of Project	GDPR