Sunderland City Council Retention Schedule

Ref Number	Business Function and Record Type	Retention Period	Action	Prompt	Notes and Statutory Requirements
Project Records					
Many of the records generated by the Transformational Change Team will be unique to a particular project, such as technical documents, maps and plans. In these cases the retention of the record should be determined by the nature of the project. In terms of project governance the service area(s) we are working with will remain the Information Owner, we will only use the information internally to produce data analysis, and will seek to depersonalize this information wherever practicable. Our project files are held electronically on Sharepoint, and archived once a project is closed. The most important factors to consider when deciding what retention period should be applied to project files will depend on the following:- • Has the project received any external funding which we could be audited/challenged in the future • Is there a business case resulting in a contract that we are monitoring, and if so for what duration are we monitoring the project • Has any public consultation taken place during the project lifecycle • Has a new system or process been introduced that will change how personal data is handled/stored/processed? Therefore the content below is intended as a guide only to trigger review of the information held for further consideration to be given at that time, in line with Data Protection requirements				

Pre-Project Records

Project proposals: Capital					
• Approved		12 years	Destroy	Retention Schedule	
• Rejected or Deferred		5 years	Destroy	Retention Schedule	
Project proposals: Revenue /Transformation					
• Approved		4 years	Destroy	Date of completion of Project	
• Rejected or Deferred		2 years	Destroy	Date of completion of Project	
Project Business Case: Capital					
Business Case:		12 years	Destroy	Date of completion of Project	Records relating to major projects may be kept for second review (25 years)
Revenue/Transformation		5 years	Destroy		

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Studies, Plans and Specifications					
	Feasibility studies : Capital • Reports • Draft Reports • Working Papers • Correspondence	12 years 2 years 2 years 5 years	Destroy Destroy Destroy Destroy	Date of completion of project	Records relating to major projects may be kept for second review (25 years)
	Feasibility studies : Revenue/Transformation • Reports • Draft Reports • Working Papers • Correspondence	6 years 2 years 2 years 3 years	Destroy Destroy Destroy Destroy	Date of completion of project	Records relating to major projects may be kept for second review (25 years)
	Plans and specifications: Capital • Statements of requirements • Operational requirements • Technical plans • Resource plans	12 years	Destroy	Date of completion of project	
	Plans and specifications: Revenue/Transformation • Statements of requirements • Operational requirements • Technical plans • Resource plans	5 years			
Maps, Plans, Drawings and Photographs					
	Master set: Capital Master set: Revenue/Transformation	12 years 5 years	Destroy	Date of last paper	

Project Board					
	Minutes: Capital	12 years			
	Correspondence: Capital	5 years	Destroy	Date of last paper	
	Minutes: Revenue/Transformation	12 years			
	Correspondence : Revenue/Transformation	5 years			
Project Documentation					
	Project Outline Risk and Issue Register Decision Log Action Log Project Plan Project Work Package Progress Report Project Closure Report Internal Delivery Costs Change Control	2 years	Destroy	Date of last paper	
Reports					
	Minutes: Revenue/Transform ation	3 years	Destroy	Date of issue	
Training					Correspondence : R
	Manuals, training course material	2 years	Destroy	Date of completion of project	