

Building Maintenance Retention Schedule

Record	Retention Period	Action	Prompt	Comments
All records relating to “formal tendered works” including but not limited to: <ul style="list-style-type: none"> • Contract administration documentation • All contract documentation • All H & S information • Estimates / quotations • CDM documentation • Drawings 	3 yrs in office	Archive	Date of Final Completion	External contractor documents to be kept for a minimum of 7yrs to account for retention claim periods
Works Orders	3yrs	Destroy	Date of Completion	
Defect reports – responsive repairs only	1yrs	Destroy	Date of response	
Emergency Job instructions	3yrs	Destroy	Date of Completion	
Purchase orders	The period of retention depends upon the works the purchase order relates to	Destroy	Date of completion of works referred to eg works order – 3yrs	
Stores Requisitions	The period of retention depends upon the works the purchase order relates to	Destroy	Date of completion of works referred to	
Maintenance spreadsheets	The minimum retention period isn't defined however these are generally kept approx. 5 years	Archive	End of SLA period	
Financial records	Current financial year	Archive	End of financial year	Data held on SAP. Trading statements and overhead documentation held by Building Services
NACOSS – National Council for security Systems	3 yrs after contract ends	Archive	Date of completion of contract	Awaiting confirmation of retention period from NACOSS
Plant & equipment – loss, damage and /or theft forms	2yrs	Destroy	Date of completion of form	
Portable Appliance Testing	5yrs	Destroy	Date of test	
Hand Arm Vibration Testing	Indefinite	Archive	Date of test	