

Sunderland City Council Retention Schedule

Type of Record	Name of Record	Retention Period	Action	Prompt	Notes and Statutory Requirements
Development and Regeneration					
Property Services – Building Surveyors					
Building Surveyance	Project specific files	Contracts under seal – 12 years from completion of project Contracts not under seal – 6 years from completion of project	Destroy	File to be marked with relevant date for destruction after completion of project	Common Practice
	Surveys and reports	Permanent until building is sold or demolished	Archive	When files are no longer required on site for reference purposes	Common Practice
Asbestos	Building Asbestos Register	Permanent	Archive	When no longer needed on site	Statutory Requirement
Legionella	Legionella Risk Assessments	5 years	Archive	When no longer needed on site	Statutory Requirement
Building Surveyors	Building Project files and schemes	Permanent until building sold or demolished	Destroy	Date of last action	Common Practice