

Sunderland City Council Retention Schedule

Ref Number	Business Function and Record Type	Retention Period	Action	Prompt	Notes and Statutory Requirements
Events					
Records generated by events will mainly be based around customer information and those participating in events. Other information will include financial and procurement information.					
Leisure Centres					
	IR1 Forms (formerly AR1 Forms)	Until the minor's 21 st birthday plus one year	Destroy	Date of creation	
	First Aid Book (B1510)	Until the minor's 21 st birthday plus one year	Destroy	Date of creation	
	Banking Records	7 years	Destroy	Date of creation	Limitation Act 1980
	Calibration Log	Until the minor's 21 st birthday plus one year	Destroy	Date of creation	Limitation Act 1980
	Calibration Certificates	Until the minor's 21 st birthday plus one year	Destroy	Date of creation	Limitation Act 1980
	COSHH	Until the minor's 21 st birthday plus one year	Destroy	Date of creation	
	Customer Comments / Complaints	3 years	Destroy	Date of last action	

	Equipment Checklist	Until the minor's 21 st birthday plus one year	Destroy	Date of creation	
	Incident Report Form	Until the minor's 21 st birthday plus one year	Destroy	Date of creation	
	Income/Expenditure Report	7 years	Destroy	Date of creation	
	Lost and Found Register	1 year	Destroy	Date of creation	
	Maintenance Request Register	1 year	Destroy	Date of creation	
	Management Team Minutes	1 year	Destroy	Date of creation	
	Manager Financial Reports	7 years	Destroy	Date of creation	
	Personnel / Training Records	6 years	Review with staffing	Date of termination of employment	
	Purchasing Records	7 years	Destroy	Date of creation	
	Risk Assessments	Until the minor's 21 st birthday plus	Destroy	Date of creation	
	Customer Registration Details		Destroy	Date of creation	
	Financial Records	7 years	Destroy	Date of creation	
	Procurement/Supplier information		Destroy	Date of creation	
	Pat Testing records		Destroy	Date of creation	
	Medical Disclosure Forms		Destroy	Date of creation	

	Photography Consent Forms		Destroy	Date of creation	
		one year			
	Stores Records	3 years	Destroy	Date of creation	
	Equipment Checklists	Until the minor's 21 st birthday plus one year	Destroy	Date of creation	
	User number statistics	Keep as required for reporting purposes but review regularly	Review	Date of creation	