

Sunderland City Council Retention Schedule

Ref Number	Business Function and Record Type	Retention Period	Action	Prompt	Notes and Statutory Requirements
Highways Maintenance					
	Records documenting the activity of maintaining and repairing roads, streets, bridges, bridle paths, rights of way and tunnels and drainage.	6 years	Destroy	Date action completed	
	Records documenting scheme works	12 years	Destroy	Date action completed	
	Records documenting the erection and maintenance of signs	6 years	Destroy	Date of last action	
	Records documenting the request for drainage works (external).	6 years	Destroy	Date action completed	
Winter Maintenance					
	Record of gritting policies, procedures and route plans	6 years	Destroy	Date policy, procedure or route changed	
	Records documenting the delivery of salt	3 years	Destroy	Date of last action	
	Records documenting salt usage and gritting carried out	6 years	Destroy	Date of last action	
Weed Control and Drain Emptying					
	Schedules, requests and work programmes	6 years	Destroy	Date of last action	
Light Bulb Replacement					
	Schedules, requests and work programmes	6 years	Destroy	Date of last action	