

Sunderland City Council Retention Schedule

Ref Number	Business Function and Record Type	Retention Period	Action	Prompt	Notes and Statutory Requirements
Member Support & Community Partnerships					
Member Support - lead on the development and implementation of support to members. Promoting effective and quality support services through the provision of support to the Leader's Office, Mayoral Function, Cabinet Members and a general one stop provision for Member Support. This includes the development and delivery of a Member Training and Development Programme, developing the Community Leadership capacity of Members to be effective frontline councilors.					
Records relating to Member Support & Community Partnerships					
Management and Administration Records (see also generic General Administration, Personnel, and Health and Safety retention)					
	Area Committee Annual Reports Scrutiny Committee Annual Reports	1 year	Destroy	Annually updated	
	Scrutiny Policy Reviews	2 years	Destroy	Date of last action	
	Files relating to Service Level Agreement funding	7 years	Destroy	Date of last action	Limitation Act 1980
Financial Records					
	Financial records, e.g. details of expenditure, orders, receipts and quotes	7 years	Destroy	Date of last action	Unless the financial data is related to a specific project or initiative which has its own retention period, e.g. PFI records.
External Funding					
	Neighborhood Renewal Funding Project files	March 2018	Destroy	Date of last action	
	New Deal in the Community (NDC) External Funding Project Files	March 2019	Destroy	Date of last action	

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	Back on the Map (External Funding) Project Files	January 2018	Destroy	Date of last action	
	Working Neighborhood Funding Programme Files	March 2018	Destroy	Date of last action	
External Body – Association of North East Councils (ANEC)					
	ANEC - Financial records, e.g orders, receipts and quotes etc	7 years	Destroy	Date of last action	Responsible for info from 1 st April 2016
	ANEC –working papers, meeting agendas, supporting papers, contact details, and correspondence relating to ANEC and associated partners	3 years	Destroy	Date of last action	Responsible for info from 1 st April 2016
Health and Safety Records (see also Health and Safety Retention Schedule)					
	Health and Safety records, e.g. equipment checklist, COSHH, health questionnaire, incident report forms, risk assessments	22 years	Destroy	Date of last action	For insurance purposes records relating to minors should be kept until the child reaches 21 years of age plus one year
Personnel Records (see also Personnel Retention Schedule)					
	Staff personnel files	6 years	Destroy	Date of termination of employment	