

RETSCHPROJECTS

Studies, Plans and Specifications					
	Feasibility studies : Capital <ul style="list-style-type: none"> • Reports • Draft Reports • Working Papers • Correspondence 	12 years 2 years 2 years 5 years	Destroy	Date of completion of project	
	Feasibility studies : Revenue/Transformation <ul style="list-style-type: none"> • Reports • Draft Reports • Working Papers • Correspondence 	6 years 2 years 2 years 3 years			
	Plans and specifications: Capital <ul style="list-style-type: none"> • Statements of requirements • Operational requirements • Technical plans • Resource plans 	12 years	Destroy	Date of completion of project	
	Plans and specifications: Revenue/Transformation <ul style="list-style-type: none"> • Statements of requirements • Operational requirements • Technical plans • Resource plans 	5 years			
Maps, Plans, Drawings and Photographs					
	Master set: Capital	12 years	Destroy	Date of last paper	
	Master set: Revenue/Transformation	5 years			

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Project Board					
	Minutes: Capital	12 years	Destroy	Date of last paper	
	Correspondence: Capital	5 years			
	Minutes: Revenue/Transformation	12 years			
	Correspondence : Revenue/Transformation	5 years			
Reports					
	Stage assessments Gantt charts Highlight reports	3 years	Destroy	Date of issue	
Training					
	Manuals, training course material	2 years	Destroy	Date of completion of project	