

Sunderland City Council Retention Schedule

Ref Number	Business Function and Record Type	Retention Period	Action	Prompt	Notes and Statutory Requirements
Requests for Information					
Records and files created in response to FOI, DP, and EIR requests serve as documentary evidence of compliance with our legal obligations under Data Protection, Freedom of Information and Environmental Information Regulations. These files may be used as part of a review process or become evidence in the event of a complaint to the Information Commissioner or an appeal to the Information Tribunal. Requests for Information records fall into 3 broad categories. Policy records relating to the implementation process. Records of individual requests and any resulting complaints or appeals and records relating to decision about releasing, withholding or redacting documents as a result of these decisions.					
Policy Records					
	Procedures for handling information requests and documents relating to the practical implementation of EIR, FOI, and DP	5 years	Destroy	Date procedures superseded	T
	Policy statements	5 years	Destroy	Date policy superseded	
	Case records which lead to the development of best practice or a change in policy	5 years	Destroy	Date policy superseded	
Individual Case Records					
	Case files detailing the request, IR2 forms, correspondence, and all documentation (including emails and written notes) relating to the consideration of possible exemptions and appeals	3 years	Destroy	Date of creation of the record	
Statistical Records					
	Statistical data concerning the number of	10 years	Destroy	Date of creation	Keep for DCA

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	requests, outcomes exemptions applied, appeals etc.			of record	reporting purposes but also as reference for future business planning and analysing the impact of DP, EIR and FOI on the organisation
Other Information					
	Information requested under FOI, EIR or DP but subject to imminent destruction under its retention schedule	6 months	Destroy	Date of last correspondence	Suspend destruction of the material if it becomes subject to an information request. Retain the information for 6 months from the request being dealt with (extend this if an appeal is requested)