

### Sunderland City Council Retention Schedule

Ref Number	Business Function and Record Type	Retention Period	Action	Prompt	Notes and Statutory Requirements
<b>Risk Management</b>					
When reviewing files for destruction this schedule offers a minimum retention period. Files should be assessed on an individual basis and records of major significance retained for further review or permanent preservation.					
<b>Risk and Assurance</b>					
	Strategic Risk profile (electronic copy)	6 years or until revised	Destroy	Date of new document	
	Corporate Risk Profile	6 years or until revised	Destroy	Date of new document	
	Directorate/service/project risk management action plans	6 years or until revised	Destroy	Date of new document	
	Assurance plans	6 years	Destroy	Date of new document	