

Type of Record	Name of Record	Retention Period	Action	Prompt	Notes and Statutory Requirements
Planning Policy					
Planning Documents	Statutory Development Plan documents for Sunderland	Until Superseded	Destroy	Date Superseded	Common Practice
	Local Plan Database (Uniform Local Plan Module)	Until Superseded	Destroy	Date Superseded	Common Practice
	Local Plan research papers and working files	Until Superseded	Destroy	Date Superseded	Common Practice
Mapping Information?	Maps and Shape files	Permanent	Archived	Date Superseded	Common Practice
Housing Strategy					
Area Renewal	Records of Property Acquisition and Disposal	Life of Property or Building plus 12 years	Destroy		
	General Incoming/Outgoing Correspondence. Documents providing evidence of property/legal agreements etc should be kept in line with the associated retention periods.	3 years	Destroy	Date of last action	Anything with ongoing implications should be reviewed.
	Management of the Disposal (by sale or write off) process for real property.	Destroy 15 years after all obligations/entitlements are concluded.	Destroy		
Housing Standards	The management of detailed responses on council actions, policy or procedures.	Destroy 6 years after administrative use is concluded	Destroy	Date of last action	
	Legal Notices and prosecution files	Destroy 7 years after last action	Destroy	Date of last action	
Empty Properties	The process of managing and undertaking renovations and development of property	Retain for life of property or building	Destroy	Life of property or building	
	The action process involved in the development and renovation of a property e.g. Work orders, Tender Documents, Conditions of Contracts	Destroy 7 years after the conclusion of the transaction that the record supports	Destroy	Date of last action	
	Legal Notices and prosecution files	Destroy 7 years after last action	Destroy	Date of last action	
	General Incoming/Outgoing Correspondence. Documents providing evidence for case file etc should be kept in line with the associated retention periods	3 years	Destroy	Date of last action	Anything with ongoing implications should be reviewed.
	The management of detailed responses on council actions, policy or procedures.	Destroy 6 years after administrative use is concluded	Destroy	Date of last action	
Land and Property Management	Local Land & Property Gazetteer	Permanent	Archive	When no longer needed on site	Common Practice
	Land Availability Records	Permanent	Archive	When no longer needed on site	Common Practice
	Aerial Photographs	Permanent	Archive	When no longer needed on site	Common Practice
	Census of Population	Permanent	Archive	When no longer needed on site	Common Practice
	General research and information papers and data, produced by external organisations incl. Document library	Permanent	Archive	When no longer needed on site	Common Practice
Housing Board Data	Data that goes to housing board including information on Minor Site, Major Sites (bedroom sizes, plots started, completed etc) and empty properties	3 years	Destroy	Date of last action	
Houses in Multiple Occupation/Selective Licensing	The administration of applications, registration, certification and licences in relation to authorities' registration requirements.	Destroy 7 years after HMO	Destroy	Date of last action	To be taken off. They are part of Environmental Health
	The process of investigating and monitoring.	Destroy 7 years from last action	Destroy	Date of last action	To be taken off. They are part of Environmental Health
Financial and Administration Processes	Identification of the receipt, expenditure and write offs of public monies	Destroy 6 years after the conclusion of the financial transaction that the record supports	Destroy	Statutory	
	The management of detailed responses on council actions, policy or procedures.	Destroy 6 years after administrative use is concluded	Destroy	Date of last action	