

## Retention Schedule - Environment and Corporate Assets

May 2018

**Note: This Retention Schedule applies to all data held in any format (i.e. paper, electronic, microfiche etc)**

Service	Function	Document Description	Retention Period
Environment & Corporate Assets	Property Services	Asbestos Samples / Analysis	Current year + 6
Environment & Corporate Assets	Property Services	Asbestos Register	Indefinite
Environment & Corporate Assets	Property Services	Test Results of Domestic / Pool Water	Current year + 6
Environment & Corporate Assets	Property Services	Risk assesment and sampling	At least 30 years / review and update every 5 years or sooner if required.
Environment and Corporate Assets	Property Services	Paper Job Tickets (Held Electronically but missing breakdown of ticket value)	Can be disposed of after 6 Years ( In 6 years this item will be redundant.)
Environment and Corporate Assets	Property Services	Asset Management registers, plant and equipment condition surveys, survey and inspection reports e.g. legionella	Indefinite (most information held electronically)
Environment and Corporate Assets	Property Services	Drawings	Indefinite unless asset is sold, building is demolished or level of refurbishment renders drawing outdated.
Environment and Corporate Assets	Property Services	Paper Job Tickets (Held Electronically but missing breakdown of ticket value)	Can be disposed of after 6 Years ( In 6 years this item will be redundant.)
Environment and Corporate Assets	Property Services	Purchase orders	See Admin
Environment and Corporate Assets	Property Services	Agreed Specifications, Letter of acceptance, Dispute over payment, Evaluation Criteria (Incl finance and health & safety checks, extensions to contract, Final Accounts, Forms of Variations, Invitation to Tender, Minutes and Papers of Meetings, Reports from Contractors, Schedule of Works, Signed Contract, Successful Tender Document, Maintenance Programmes/ Schedules, Bills of Quantity, Fire alarm test certificates, Asbestos tender docs, Rechargeable works and queries.	6 Years from end of contract unless under seal then 12 Years.
Environment and Corporate Assets	Property Services	Benches	General enquiry correspondence 3 months/ ongoing or permanent benches indefinite.
Environment and Corporate Assets	Property Services	Bus shelters	Records/ maintenance to be kept until records updated onto uniform and then disposed of.
Environment and Corporate Assets	Property Services	Public Conveniences - Service Level Agreements	Current year +3
Environment and Corporate Assets	Property Services	Public Conveniences - Maintenance	Current year + 10

Environment and Corporate Assets	Property Services	Disabled Persons Parking Bays - Applications	Current year + 1
Environment and Corporate Assets	Property Services	Access Protection Markings - Applications	Current year +1
Environment and Corporate Assets	Assets	Deal Pier Fishing Ticket stubs and copy waybill	Current financial year. Destroy annually in May as records kept by Financial Services.
Environment and Corporate Assets	Assets	Deal Pier Maintenance Records	Current year + 20
Environment and Corporate Assets	Assets	Deal Pier time sheets and sickness forms	Current year + 5
Environment and Corporate Assets	Assets	Deal Pier Staff files	files to be kept electronically until the staff member leaves their position
Environment and Corporate Assets	Assets	Deal Pier Log Sheets	current year + 1
Environment and Corporate Assets	Assets	Fish of the Month Competition	Current year + 1