

Retention Schedule - Environment and Corporate Assets - Valuations**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	Valuation	Beaches and Boat Plots	Current year + 1
Environment & Corporate Assets	Valuation	Acquisition and Disposal of land & property files	Destroy 6 years after date of sale or purchase
Environment & Corporate Assets	Valuation	General Correspondence	Current year + 6
Environment & Corporate Assets	Valuation	Leases and Licences	Retain for period of lease or licence + 6 years
Environment & Corporate Assets	Valuation	Terrier Maps and Indexes - computerised	Indefinite
Environment & Corporate Assets	Valuation	Valuation Certificates	When superseded + 10 years
Environment & Corporate Assets	Valuation	Valuation Working papers	Review every 10 years
Environment and Corporate Assets	Valuation	Unsuccessful Lease and Licence applications	6 Years after start of Contract.