

Retention Schedule - Valuations

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

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Valuations	Valuation Certificates	When superseded + 10 years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