

Service name	Records description	Legislation name	Retain permanently	Start event	Retention period (years)	Retention period (months)	Retain until
PROPERTY SERVICES	Asset Management Plans		FALSE	Year records created	6	0	
PROPERTY SERVICES	Sale of property (other than by auction or Order Of Court Protection)	Limitation Act 1980 (Section 2)	FALSE	Close of case	12	0	
FACILITIES MANAGEMENT	All records relating to designs or adaptations intended to ensure access to and use of public buildings by people with disabilities	Limitation Act 1980 (Section 2)	FALSE	Date adaptations complete	6	0	
FACILITIES MANAGEMENT	All records relating to the management on air handling units in properties owned by the Council	Limitation Act 1980 (Section 2)	FALSE	Creation of records	6	0	
FACILITIES MANAGEMENT	Asbestos Register		FALSE	Year records created	40	0	
PROPERTY SERVICES	All records relating to building acquisition	Limitation Act 1980 (Section 2)	FALSE	Date that use of the building ceases	6	0	
PROPERTY SERVICES	All records relating to the completion of property valuations	HMRC - Compliance Handbook Manual CH15400	FALSE	Disposal of the property	6	0	
FACILITIES MANAGEMENT	All records relating to the design and construction of buildings (listed buildings)	Building Control Performance Standards 2009	TRUE		Permanent	Permanent	
FACILITIES MANAGEMENT	All records relating to the design and construction of buildings (not listed buildings)	Building Control Performance Standards 2009	FALSE	Date of completion of building	Permanent	Permanent	
FACILITIES MANAGEMENT	All records relating to the feasibility of the design and construction of buildings		FALSE	Date of final certificate of completion	Permanent	Permanenet	
PROPERTY SERVICES	Case file relating to the sale of property by auction	Limitation Act 1980 (Section 2)	FALSE	Close of case	12	0	
FACILITIES MANAGEMENT	Surveys of buildings owned by local authorities	Limitation Act 1980 (Section 2)	FALSE	Disposal of the building	6	0	
FACILITIES MANAGEMENT	Display Energy Certificates		FALSE	Date created	7	0	
FACILITIES MANAGEMENT	All records relating to the management of equipment used by the facilities function	Limitation Act 1980 (Section 2)	FALSE	Creation of records	6	0	
FACILITIES MANAGEMENT	Risk Assessments (relating to hazardous substances)	Control of Substances Hazardous to Health Regulations, 1997/2002	FALSE	Closure date	40	0	
FACILITIES MANAGEMENT	All records relating to planned maintenance on council land and property	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	

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FACILITIES MANAGEMENT	All records relating to the refurbishment of buildings owned by the local authority	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
FACILITIES MANAGEMENT	All records relating to the responsive maintenance of properties owned by the local authority	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
FACILITIES MANAGEMENT	All records relating to unplanned repairs to premises or facilities equipment	Limitation Act 1980 (Section 2)	FALSE	Date repairs completed	6	0	
FACILITIES MANAGEMENT	Fire Risk Assessments	Regulatory Reform (Fire Safety) Order 2005	TRUE		Permanent	Permanent	
FACILITIES MANAGEMENT	All records relating to the provision and maintenance of water supplies in council offices.	Limitation Act 1980 (Section 2)	FALSE	Creation of records	6	0	
PROPERTY SERVICES	All records relating to the disposal of publicly owned land and property	Limitation Act 1980 (Section 2)	FALSE	Date of disposal of property	6	0	
PROPERTY SERVICES	Case files relating to Deed Of Release/Rectification/Variation By Client	Limitation Act 1980 (Section 2)	FALSE	Close of case	12	0	
PROPERTY SERVICES	Case files relating to grant of easement to the client	Limitation Act 1980 (Section 2)	FALSE	Close of case	12	0	
PROPERTY SERVICES	Case files relating to leases/tenancy agreements/licences to be granted to the client	Limitation Act 1980 (Section 2)	FALSE	Close of case	12	0	
PROPERTY SERVICES	Case files relating to licences for assignment/under-letting/ alterations relating to leases	Limitation Act 1980 (Section 2)	FALSE	Close of case	12	0	
FACILITIES MANAGEMENT	All records relating to accessibility of buildings owned by public authorities	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	