

PHYSICAL ASSETS & PROPERTY

Reference	Description of Record	Point of Closure	Total Retention Period
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EQUIPMENT MANAGEMENT

Information relating to the management of the councils equipment, inspection, repair, testing,

CECR	Contracts (Including Equipment Maintenance, Emergency Lighting, Fire Alarm/Fighting, Laundry Equipment, Mechanical Equipment & Intruder Alarms)	When superseded	5 years
CECR	Operation & Maintenance Manuals (Electrical Services & Mechanical Services)	None	Retain until superseded or property disposed of
CECR	Portable Appliance Testing	When testing completed	1 year

FACILITIES MANAGEMENT

Information relating to the management of the councils facilities

CECR	Corporate Building Management (Including conditions surveys, engineers records)	Date of last entry	5 years
CECR	Fire Risk Assessments & Health & Safety	When superseded	10 years
CECR	Project Files (Property Care & Engineering)	Financial year of practical completion of project	15 years

LAND ACCESS AGREEMENTS & LICENSING

Information relating to land and premise access rights, giving and taking

CECR	Easement Files	End of easement	15 years
CECR	Lease/Tenancy Files (Council as Landlord or Tenant)	Expiry of lease	15 years

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CECR	Lease Renewal Files (Council as Landlord or Tenant)	Expiry of lease	15 years
CECR	Lease Termination Files (Council as Landlord or Tenant)	Expiry of lease	15 years
CECR	Licence Files (Including Grazing Licences)	Expiry of licence	15 years
CECR	Property Files (Including Assignment & Subletting)	Expiry of lease	15 years
CECR	Rent Review Files (Council as Landlord or Tenant)	Expiry of lease	15 years
LAND & PREMISES ACQUISITION & DISPOSAL			
Information relating to acquiring and disposing of land and property			
CECR	Acquisition Files (Including freehold, leasehold, compensation, compulsory purchase orders)	Completion of disposal or expiry of lease	12 years
CECR	Asset Valuation Files	Completion of valuation	5 years
CECR	Deeds of Land & Property (Including information relating to encroachments, boundary disputes, improvement and retrospective consents)	Completion of disposal	Permanent
CECR	Disposal of leasehold, Freehold Files	Completion of disposal or expiry of lease	12 years
CECR	Request for Property Transaction (RPT's)	End of financial year	12 years
CECR	Rating Files	Agreement of valuation	10 years
CECR	Valuation Files	Completion of valuation	10 years
PREMISES DESIGN & CONSTRUCTION SUPERVISION			
Information relating to the designing of and supervision of building construction			

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CECR	Project Files (Design Team)	Financial year of practical completion of project	15 years
CECR	Planning Approval Files	Financial year of practical completion of project	15 years
VEHICLE & FLEET MAINTENANCE			
Information relating to the maintenance of the Councils fleet of vehicles			
ECS	Driver & Vehicle Tachographs	End of recording	12 months
ECS	Vehicle Maintenance (Daily defects checks, servicing and MOT inspections for vehicles under and over 3.5 tonnes)	When vehicle disposed of	15 months after disposal of vehicle