

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Indicative Protective Marking	Notes	Secondary Reference
AM1	Property Development							
AM1.1	Acquisitions, Construction & Demolition							
AM1.1.1	All documents relating to Property Acquisitions. (Includes design feasibility, approvals, cost plans, H&S, Contracts, Acquisition reports)	Limitation Act 1980 (Section 2)	Ownership of the building + 12 years	SECURE DISPOSAL	Y	OFFICIAL	(to be reviewed every 5 years)	
AM1.1.2	All documents relating to the OJEU Tender process. (Includes timetables and bids)	Limitation Act 1980 (Section 2)	Ownership of the building + 12 years Unsuccessful bidder details held for 5 years from end of bid	SECURE DISPOSAL	Y	NOT PROTECTIVELY MARKED	(to be reviewed every 5 years)	
AM1.1.3	All documents relating to the Pre-Construction process. (Includes Project documents, developer appraisals, sales and marketing, design, planning and contracts)	Limitation Act 1980 (Section 2) and specific warranties from designers.	Ownership of the building + 12 years	SECURE DISPOSAL	Y	OFFICIAL	(to be reviewed every 5 years)	

AM1.1.4	All documents relating to the Demolition of the property. (Includes method statement and contracts)	Limitation Act 1980 (Section 2)	Ownership of the building + 12 years	SECURE DISPOSAL	Y	OFFICIAL	(to be reviewed every 5 years)	
AM1.1.5	All documents relating to the Construction of the property. (Includes contractor engagement, contracts, design, maintenance strategy, project docs, planning, building control, warranty, sales and marketing, payment notices, invoices, payment certificates, utilities quotes, contractor monthly reports)	Limitation Act 1980 (Section 2)	Ownership of the building + 12 years	Offer to Archives	Y	OFFICIAL	(to be reviewed every 5 years)	
AM1.2 Property Asset register								
AM1.2.1	List of land and property assets		Permanent	Offer to Archives	N	NOT PROTECTIVELY MARKED	Expected to be a dynamic list, constantly updating	
AM1.3 Property Services								
AM1.3.1	Premises files including floor plans, major works and other records	Limitation Act 1980 (Section 2)	Life of SBC's ownership of the building plus a minimum of 6 years	Offer to Archives	Y	OFFICIAL		

AM1.3.2	Cleaning contracts and specifications	Limitation Act 1980 (Section 2) Limitation Act 1980 (Section 8)	Last action on the contract plus 6 years if contract is under hand 12 years if the contract is under seal	SECURE DISPOSAL	N	NOT PROTECTIVELY MARKED	New contract being agreed, subject to change.	LS2.1.2, LS2.1.3
AM1.4 Property Valuation								
AM1.4.1	Valuation of property	Limitation Act 1980 (Section 12)	Until disposal of property + 12 years	SECURE DISPOSAL	N	NOT PROTECTIVELY MARKED		
AM1.5 Refurbishment								
AM1.5.1	All records relating to the refurbishment of buildings in Council ownership	Limitation Act 1980 (Section 2)	Date refurbishment completed + 6 years	SECURE DISPOSAL	Y	OFFICIAL	Held with Runnymede	
AM1.6 Responsive Maintenance								
AM1.6.1	Work orders and other documents relating to the responsive maintenance of Council assets	Limitation Act 1980 (Section 2)	Date work completed + 6 years	SECURE DISPOSAL	N	OFFICIAL	Held with Runnymede	
AM1.7 Planned Maintenance								
AM1.7.1	Contracts for work to premises	Limitation Act 1980 (Section 2) Limitation Act 1980 (Section 8)	Last action on the contract plus 6 years if contract is under hand, 12 years if the contract is under seal	SECURE DISPOSAL	Y	OFFICIAL	Held by Runnymede	LS2.1.2, LS2.1.3
AM1.7.2	Maintenance Agreements	Limitation Act 1980 (Section 2)	End of agreements + 6 years	SECURE DISPOSAL	Y	OFFICIAL	Held by Runnymede	

[illegible]

[illegible]

AM3.4.1	CCTV footage of Council properties		The footage is overwritten every 28 days. (Unless used in legal case, then the CCTV footage will become part of the case file and will be held for 6 years from case closure)	SECURE DISPOSAL	Y	OFFICIAL		
AM4		Service Delivery Consultation						CM3.1

Y	OFFICIAL
N	OFFICIAL - SENSITIVE
	NOT PROTECTIVELY MARKED