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)	,	Ownership of the building + 12 years	SECURE DISPOSAL	Υ	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	Υ	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	Υ	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	Υ	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		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	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		Date refurbishment completed + 6 years	SECURE DISPOSAL	Υ	OFFICIAL	Held with Runnymede	
AM1.6	Responsive Maintenance							
AM1.6.1	Work orders and other documents relating to the responsive maintenance of Council assets		Date work completed + 6 years		N	OFFICIAL	Held with Runnymede	
AM1.7	Planned Maintence							
AM1.7.1	Contracts for work to premises	Limitation Act 1980 (Section 2) Limitation Act 1980 (Section 8)	years if contract is	SECURE DISPOSAL	Υ	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	Υ	OFFICIAL	Held by Runnymede	

AM1.7.3	Records relating to all planned maintenance of Council assets		Date of work + 6 years	SECURE DISPOSAL	N	OFFICIAL	Held by Runnymede. Some are in EstateMan. Process is due for review so subject to change.	
AM1.8	Disposal of Properties							
AM1.8.1	Records relating to the disposal of properties belonging to the Council		Date property disposed + 6 Years	SECURE DISPOSAL	Y	OFFICIAL		
AM1.9	Energy Management				_			
AM1.9.1	All records relating to energy management in Council owned buildings		Current year + 6 years	SECURE DISPOSAL	Y	NOT PROTECTIVELY MARKED		
AM1.10	Legal Documentation							
AM1.10.1	Case files relating to		Closure of file + 15 years	SECURE DISPOSAL	N	OFFICIAL		
AM1.10.2	Case files relating to	Limitation Act 1980	Closure of file + 15 years	SECURE DISPOSAL	N	OFFICIAL		
AM1.10.3	Case files relating to rent reviews	Limitation Act 1980	Closure of file +15 years	SECURE DISPOSAL	N	OFFICIAL		
AM1.10.4			Closure of file + 15 years	SECURE DISPOSAL	N	OFFICIAL		
AM2	Land Use							
AM2.1 AM2.1.1	All records relating to land use		Review every 2 years	SECURE DISPOSAL	Y	OFFICIAL	Noted on the Council's Grazing List	
AM2.2	Surveys						1	

AM2.2.1	Building Surveys	Limitation Act	Termination of the	SECURE	ĪN	NOT	1	
AIVIZ.Z. I	Building Surveys				IN	PROTECTIVELY		
		1960 (Section 6)	use of the building +	DISPUSAL				
4110			12 years			MARKED		
AM3	Health & Safety and							
	Security							
AM3.1	Health & Safety		-	T	1	T		
AM3.1.1	Records relating to	Limitation Act	Date of next test + 6		N	OFFICIAL	Held by Runnymede.	
	the testing of	1980 (Section 2)	years	DISPOSAL			The certificates are	
	equipment such as						replaced annually.	
	fire extinguishers and							
	PAT testing. These							
	are held per building.							
AM3.1.2	CDM files (O&M	Limitation Act	Length of property	SECURE	N	NOT		
	Manuals) held for	1980 (Section 2)	ownership + 12	DISPOSAL		PROTECTIVELY		
	each building		years			MARKED		
			and reveiwed after					
			any demolition of					
			the building					
AM3.2	Certification							
AM3.2.1	Electrical Installation	Limitation Act	Whole life of the	SECURE	Υ	NOT	Held by Runnymede	
	certificates	1980 (Section 2)	installation + 6 years	DISPOSAL		PROTECTIVELY		
			•			MARKED		
AM3.2.2	Fire Certificates	The Regulatory	Date certificate	SECURE	Υ	NOT	Held by Runnymede	
		Reform (Fire	expires + 6 Years	DISPOSAL		PROTECTIVELY		
		Safety) Order	·			MARKED		
		2005						
AM3.3	Asbestos Register							
AM3.3.1	Asbestos Register	The Control of	Permanent		N	NOT		
		Asbestos				PROTECTIVELY		
		Regulations				MARKED		
		2006 SI 2006						
		2739						
AM3.4	Security							

AM3.4.1	CCTV footage of	The footage is	SECURE	Υ	OFFICIAL	
	Council properties	overwritten every 28	DISPOSAL			
		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)				
AM4	Service Delivery					CM3.1
	Consultation					

Y OFFICIAL

N OFFICIAL - SENSITIVE
NOT PROTECTIVELY MARKED