

Ref No	Lead Department	Lead Service	Function Description	Examples of Records	Retention Periods (Authority) <i>Officer decision</i>	Retention Periods (Authority) <i>Legislation</i>	Legislation/Guidance	Indicative Protective Marking	Disposal method
Section 1 - Property, land management and projects									
PP1.1	PP	Property Services	Property, land management and projects						
PP1.1.1	PP	Property Services	Records relating to the execution of leases and licences	Property Management of Commercial Premises - leases, licences & assignments - Industrial Property Portfolio - Retail Property Portfolio - Office Property Portfolio - Sea-front Property Portfolio	Indefinite until asset sold		Limitation Act (1980) Section 4A (5)	Official	Secure
PP1.1.2	PP	Property Services	Records relating to repairs and maintenance Records relating to Health & Safety issues	Property Management of Commercial Premises - Works Maintenance tasks - Industrial Property Portfolio - Retail Property Portfolio - Office Property Portfolio - Sea-front Property Portfolio	7 years		Limitation Act (1980) Section 4A (5)	Official	Secure
PP1.1.3	PP	Property Services	Records relating to the execution of asset valuations	Asset Valuations - Professional valuations undertaken on Council owned property and land	6 years		Limitation Act (1980) Section 4A (5)	Official	Secure
PP1.1.4	PP	Property Services	Records relating to the process of the acquisition of land and property	Property Acquisitions and investment - Undertaken using private treaty negotiation and Compulsory Purchase Orders	Conveyance file - 12 years after closure Deeds of covenant - retained indefinitely		Limitation Act (1980) Section 4A (5)	Official	Secure
PP1.1.5	PP	Property Services	Records relating to the process of the disposal of surplus land and property	Disposal of surplus land and property	Competitive Sale: File retained for 10 years after sale. Right to Buy: Sale records retained indefinitely and held in deed packet Material relating to major/significant buildings to be offered to archivist for review		Limitation Act (1980) Section 4A (5)	Official	Secure
PP1.1.6	PP	Property Services	Records relating to general facilities issues Records relating to Health & Safety issues	Facilities Management - King's Court, Valentine Road, Regis Place, Priory Centre - Management - Caretaking - Cleaning	10 years		Limitation Act (1980) Section 4A (5)	Official	Secure
PP1.1.7	PP	Property Services	Records relating to ensure that projects are completed to correct standards, on time and on budget. Incorporates health and safety, risk, reputational issues.	Project Management - Assisting internal client departments with property and building related projects within King's Court, Valentine Road, Regis Place, Priory Centre, All Alive Leisure venues	10 years		Limitation Act (1980) Section 4A (5)	Official	Secure
PP1.1.8	PP	Property Services	Records relating to ensure that Contract Standing Orders and Financial Regulations are adhered to. Records relating to ensure that briefs and specs are developed to a consistent appropriate standard	Contract Management - Developing briefs and specifications, tender process, contract award process, management of contract	Tender Specification - 1 year Unsuccessful tenders - 3 years Successful tenders - length of contract + 12 years		Limitation Act (1980) Section 4A (5)	Official	Sensitive
PP1.1.9	PP	Property Services	Records necessary to maintain the value of the Council's commercial property portfolio Records to ensure buildings are maintained to appropriate standards Records to ensure that outgoing tenants comply with the repair obligations within their lease	Building Surveying - Schedules of condition - Schedules of dilapidations	10 years		Limitation Act (1980) Section 4A (5)	Official	Secure
PP1.1.10	PP	Property Services	Records relating to increasing the capital receipt potential of the Council's surplus land assets	Planning & Development - Develop and submit Planning Applications	7 years		Limitation Act (1980) Section 4A (5)	Official	Secure

PP1.1.11	PP	Property Services	Records to deal with repairs and maintenance, health & Safety, reputational issues Records to ensure the assets' condition does not deteriorate and give rise to higher costs in the medium/long term	Conservator Role - Management and maintenance of the Council's historic/heritage buildings - Management and maintenance of the Council's historic/heritage collections	10 years		Limitation Act (1980) Section 4A (5)	Official	Secure
PP1.1.12	PP	Property Services	Records to comply with legislation	Access Audits - Completed under the Equalities Act 2010	7 years		Limitation Act (1980) Section 4A (5)	Official	Secure
PP1.1.13	PP	Property Services	Records to process utilities bills received accurately and effectively Records to ensure best value is being obtained Records to invoice out to reimburse the Council	Energy / Utilities - Energy Efficiency Projects - Bill monitoring and meter reading reconciliation - Negotiation of energy unit prices - Advice to service occupiers	3 years		Limitation Act (1980) Section 4A (5)	Official	Secure
PP1.1.14	PP	Property Services	Records to comply with legislation	Maintenance and replacement of streetlights	7 years		Limitation Act (1980) Section 4A (5)	Official	Secure
PP1.1.15	PP	Property Services	Records relating to the provision of bus shelters	Maintenance and replacement of bus shelters	7 years		Limitation Act (1980) Section 4A (5)	Official	Secure
PP1.1.16	PP	Property Services	Asbestos register	Documented assessments to determine the presence of asbestos Asbestos register		Permanent	The Control of Asbestos Regulations 2006 SI 2006 2739	Official	Secure