

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
<b>5. Council Property</b>	General documentation of council buildings.				
Common land	Open land owned by the local authority.				
Grazing	Information related to grazing on common land. <ul style="list-style-type: none"> <li>Grazing permits</li> </ul>	Destroy - 2 years after permit lapses	CWAC retention based on good practice	Not Protectively Marked	
Registration	The local authority is responsible for maintaining a register of common land and village greens within its boundaries. <ul style="list-style-type: none"> <li>Register of common land</li> </ul>	Permanent - offer to archivist	CWAC retention based on good practice	Not Protectively Marked	
Maintenance of council property	Maintenance records - typically organised by property				
Maintenance instruction manuals	Instruction manuals related to council property.	Destroy - 7 years after last action	RGLA 7.27	Not Protectively Marked	
Planned maintenance	Documentation relating to the process of managing and undertaking planned maintenance of property.	Destroy - 7 years after last action	RGLA 7.27	Not Protectively Marked	

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Refurbishment	Documentation relating to the process of managing and undertaking planned renovations and development of property. <ul style="list-style-type: none"> <li>• Work orders</li> </ul> <b>For tenders/contracts see Procurement</b>	Destroy - 7 years after conclusion of transaction	RGLA 8.7	Protect	
Responsive maintenance	Documentation relating to the process of managing and undertaking emergency maintenance of property.	Destroy - 7 years after last action	RGLA 7.27	Not Protectively Marked	
Property acquisition and disposal	Information on the acquisition and disposal of property.				
Acquisitions assets over £50000	Any papers concerning the management of the acquisition (by finance lease or purchase) process for real property council property. <ul style="list-style-type: none"> <li>• Case files - property. Assets over £50000</li> </ul>	Destroy - 12 years after all obligations or entitlements concluded	Limitations Act 1980. RGLA 7.29	Not Protectively Marked	

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Acquisitions assets under £50000	<p>Any papers concerning the management of the acquisition (by finance lease or purchase) process for real property council property.</p> <ul style="list-style-type: none"> <li>Case files - property. Assets under £50000</li> </ul>	Destroy - 6 years after all obligations or entitlements concluded	Limitations Act 1980. RGLA 7.29	Not Protectively Marked	
Deeds	Deeds and associated documentation.	Life of property. Transfer to new owner at completion of disposal.	CWAC retention based on good practice	Not Protectively Marked	
Disposal assets over £50000	<p>Documents relating to the management of the disposal (by sale or write off) process for real property.</p> <ul style="list-style-type: none"> <li>Case files - property. Assets over £50000</li> </ul>	Destroy - 12 years after all obligations or entitlements concluded	Limitations Act 1980. RGLA 7.29 <b>Offer material regarding significant properties to Archivist</b>	Not Protectively Marked	
Disposal assets under £50000	<p>Documents relating to the management of the disposal (by sale or write off) process for real property.</p> <ul style="list-style-type: none"> <li>Case files - property. Assets under £50000</li> </ul>	Destroy - 6 years after all obligations or entitlements concluded	Limitations Act 1980. RGLA 7.29 <b>Offer material regarding significant properties to Archivist</b>	Not Protectively Marked	

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Property and land management	Management of Council land and property.				
Accessibility	Documentation and information relating to the access of property owned by the council.	Destroy - 7 years from closure	RGLA 8.7	Not Protectively Marked	
Building surveys	Data collected from surveys conducted on council buildings.	Review after 25 years	TNA Retention Scheduling 1. Building Records	Not Protectively Marked	
Certification	Certificates of approval.	Life of property	RGLA 8.6	Not Protectively Marked	
Distribution and allocation of properties	Documentation relating to the distribution of council property.	Permanent - offer to archivist	CWAC retention based on good practice	Protect	
Energy management	Documentation concerned with energy management within the council's property.	Destroy after 5 years	CWAC retention based on good practice	Not Protectively Marked	

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Equipment disposal	Process involved in the disposal of council equipment.	Destroy 6 years after disposal	TNA Retention Scheduling 10. Central Expenditure Records	Not Protectively Marked	
Facilities management	Process involved in the management of council facilities. <ul style="list-style-type: none"> <li>• CCTV siting</li> <li>• Surplus equipment records</li> <li>• Office equipment and furniture</li> </ul>	Current year plus 6	CWAC retention based on good practice	Not Protectively Marked	
Facilities management room bookings	Process involved in the management of council facilities. <ul style="list-style-type: none"> <li>• Room bookings</li> </ul>	Current year plus 1	CWAC retention based on good practice	Not Protectively Marked	
Farm management	Documentation concerned with farm management.	Review after 50 years and offer to archivist	CWAC retention based on good practice	Not Protectively Marked	
Feasibility	Process involved in checking the feasibility of council property. Feasibility studies	Review after 25 years	TNA Retention Scheduling 1. Building Records	Not Protectively Marked	
Fleet management allocation and maintenance	Information how vehicles have been allocated and maintained.	Destroy - 7 years after disposal of the vehicle	RGLA 8.15	Not Protectively Marked	

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Fleet management drivers	Information on drivers. <ul style="list-style-type: none"> <li>Recording drivers usage</li> </ul>	Destroy - 7 years after closure	RGLA 8.17	Protect	
Fleet management vehicle	Information on vehicle usage.	Destroy - 3 years after disposal of the vehicle	RGLA 8.16	Not Protectively Marked	
Fleet management acquisition and disposal	Documentation regarding the process of acquisition and disposal of vehicles through lease or purchase.	Destroy - 7 years after disposal of the vehicle	RGLA 8.14	Not Protectively Marked	
Health and safety processes	Health and safety issues specific to property owned by the council. <ul style="list-style-type: none"> <li>Processes to ensure safe systems of work</li> </ul>	Destroy - 1 year after process ceases or is superseded	RGLA 9.6	Not Protectively Marked	
Internal agreements	Information and documentation specific to internal agreements concerning council property.	6 years after agreement ends	RGLA 4.3	Not Protectively Marked	
Land and property history	Historical documents about council property and land owned by the council.	Review - 12 years from life of property <b>Offer records regarding important properties to the Archivist</b>	RGLA 8.2	Not Protectively Marked	

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Leasing property	Documents relating to the process of managing leased property.	Destroy - 15 years after expiry of the lease	RGLA 8.8	Not Protectively Marked	
Leasing occupancy	Documents relating to the process of managing the occupancy of the property.	Destroy - 7 years after conclusion of transaction	RGLA 8.9	Not Protectively Marked	
Management estates of special interest	The process of managing and undertaking renovations and development of property. <ul style="list-style-type: none"> <li>• Estates of special interest</li> </ul>	Permanent - offer to archivist	RGLA 8.5	Not Protectively Marked	
Management other buildings and estates	The process of managing and undertaking renovations and development of property. <ul style="list-style-type: none"> <li>• Other buildings and estates</li> </ul>	Retain for life of the building	RGLA 8.6	Not Protectively Marked	
Maps and directions	Maps and directions relating to council property and not related to ownership	Until use concluded	CWAC retention based on good practice	Not Protectively Marked	

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Property services	Documentation concerned with services provided from council property.	Review after 15 years	CWAC retention based on good practice	Not Protectively Marked	
Property strategy	Overall reports on council property.	Permanent - offer to archivist	RGLA 8.1	Not Protectively Marked	
Replacement programme	Documentation associated with replacement programmes.	Permanent - offer to archivist	CWAC retention based on good practice	Not Protectively Marked	
Scheduling inventories	Inventories of specific properties or assets contained within them. <ul style="list-style-type: none"> <li>• Stock takes</li> <li>• Inventories</li> </ul>	Until superseded	CWAC retention based on good practice	Not Protectively Marked	
Security	Documentation relating to security and processes related with security of the council's property.	Review after 10 years	CWAC retention based on good practice	Not Protectively Marked	
Usage statistics	Any data held concerned with usage of council property.	Destroy after 5 years	CWAC retention based on good practice	Not Protectively Marked	



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Valuations	Valuation documentation and statistics. <ul style="list-style-type: none"> <li>Valuations on disposal</li> </ul>	Destroy - 6 years from end of financial year after disposal of property	Limitations Act 1980	Not Protectively Marked	
Property use and development	Information on how the property was developed and how it is being used.				
Car parking	Any documentation regarding the process of managing and undertaking renovations and development specific to car parking.	Review - 25 years after completion	CWAC retention based on good practice	Not Protectively Marked	
Design and construction	Documentation relating to the process of managing the design and construction of council property.	12 years from Final Account and then offer to Archive	CWAC retention based on good practice	Not Protectively Marked	
Traveller sites	Documentation relating to sites specifically designated as 'Traveller sites'.	Destroy - 3 years after closure	CWAC retention based on good practice	Not Protectively Marked	
Warehousing and storage	Process documentation concerning warehouse storage.	Review - 3 years after closure	CWAC retention based on good practice	Not Protectively Marked	