

### 3 Estates and Facilities

<b>BCS Reference – Level 2</b>	<b>Record Type</b>	<b>Retention Period</b>	<b>Authorised to Dispose</b>
<b>Property Development</b>	Agreements with consultants and contractors	6 years after they cease to be effective	Associate Director of Facilities Management
	Property Strategy	Permanent	
<b>Accommodation Services</b>	Receipts for registered and recorded delivery mail	2 years	
	Laundry Lists	See ' <i>Accounts – minor</i> ' under ' <i>Financial Records</i> ' below	Associate Director of Facilities Management
	Visitors Books	3 years (unless considered to be of historical interest)	
<b>Health and Safety</b>	Asbestos Inspections	Permanent	
	Safety Action Bulletins	Permanent	
<b>Property &amp; Land Management</b>	Asset Register (including small equipment)	6 years after end of period to which it refers	Associate Director of Facilities Management
	Buildings and Engineering Records	2 years after they cease to be effective	Associate Director of Facilities Management
	Buildings – papers relating to occupation	Permanent or until property demolished or disposed. (Does not include Health and Safety information)	Associate Director of Facilities Management
	Capital charges data	3 years after completion of previous 5 year valuation term	Associate Director of Facilities Management
	Carbon Reduction Commitment (CRC) Report	6 years	Director of Strategy & Governance
	CCTV Images	Not to be kept longer than 21 days. On occasion, you may need to retain images for a longer period, where a law enforcement body is investigating a crime, to give them opportunity to view the	Associate Director of Facilities Management

		images as part of an ongoing investigation.	
	ICO Check Lists for CCTV	3 years from review date	Associate Director of Facilities Management
	Engineer's report on boilers, lifts etc	2 years after plant is decommissioned	Associate Director of Facilities Management
	Environmental Information	Permanent	
	Contaminated Land	Permanent	
	Conversion records for historic buildings	25 years after issue	Associate Director of Facilities Management
	Estimates: including supporting calculations and statistics	3 years	Associate Director of Facilities Management
	Drawings	2 years after they cease to be effective	Associate Director of Facilities Management
	Greencode	Permanent	
	Indemnity Forms	Permanent	
	Inspection Report	2 years after plant is decommissioned	Associate Director of Facilities Management
	Inventories (non-current) of items having an operational lifetime of less than 5 years	2 years	Associate Director of Facilities Management
	Maps	Consider for permanent preservation	Associate Director of Facilities Management
	Property – cleaning and maintenance (contracts less than £100,000)	6 years	Associate Director of Facilities Management
	Property Management System	Permanent	
	Property performance	Permanent	
	Property/Estates – Land, Building and Engineering Construction Procurement: Key records including <ul style="list-style-type: none"> <li>▪ Final Accounts</li> <li>▪ Surveys</li> <li>▪ Site plans</li> <li>▪ Bills of quantities, PFI/PPP records</li> </ul>	Permanent (Inclusive of major projects abandoned or deferred)	

	Town and country planning matters and all formal contract documents, including <ul style="list-style-type: none"> <li>▪ Executed agreements</li> <li>▪ Conditions of contract</li> <li>▪ Specifications</li> <li>▪ "as built" record drawings and documents on the appointment and conditions of engagement of private buildings and engineering consultants</li> </ul>		
	Property – Terriers (NHS Premises Site Information)	Permanent	
	SEPA Registrations, Licenses and Consents	Permanent	
	Security Occurrence Books		
	Site Plans	Permanent	
	Specifications for work tendered	6 years	Associate Director of Facilities Management
	Surveys (including Land)	2 years after they cease to be effective	Associate Director of Facilities Management
	Waste Consignment Notes – Controlled wastes such as clinical/healthcare and household/domestic	2 years	Associate Director of Facilities Management
	Waste Consignment Notes – Special/Hazardous/Radioactive Wastes	3 years	Associate Director of Facilities Management
	Waste – Duty of Care Inspection Reports	Permanent, or for life of external contract	
<b>Property Transactions</b>	Land purchase and sale – deeds, leases, maps, surveys, registers etc	Permanent	
	Land purchase and sale – negotiations not completed	6 years	Associate Director of Facilities Management
	Property – acquisitions dossiers	Permanent	
	Property – disposal dossiers	Permanent	
	Property – purchases	Permanent	
	Property Valuations	6 years after property disposed of	Associate Director of Facilities Management
	Property – Leases	Permanent	

	Title Deeds/Leases/Property Acquisition/Disposal Dossiers	Permanent	
	Property – minor contracts	6 years	Associate Director of Facilities Management
	Tenders (successful)	See contracts above	Associate Director of Facilities Management
	Tenders (unsuccessful)	6 years	Associate Director of Facilities Management
<b>Maintenance of Property</b>	Maintenance contracts	See ' <i>Property – Cleaning and Maintenance</i> '	Associate Director of Facilities Management
	Maintenance manuals	Destroy when plan no longer in use	Associate Director of Facilities Management
	Maintenance request book	2 years after financial year referred to	Associate Director of Facilities Management