

Infrastructure and Facilities Retention Schedule - Correct as of 31 May 2018.

The Council makes every effort to publish its latest retention schedules, there may be occasions in which this document does not reflect current practice due to when it was published."

Ref.	Title	Description	Retention Period	Statutory Provisions	Action at end of record life
Computer Systems					
IF1	INform	Complete financial profile of Building Facilities projects - Project and scheme management system	TBC		
IF2	Coordinate - Road Safety Training online booking and monitoring system	Road Safety Training online booking and monitoring system	TBC		
IF3	Coordinate - Road Crossing monitoring system	Road crossing monitoring system	TBC		
IF4	Supplies Sales Invoices	Proprietary system	3 years	common practice	Destroy
IF5	YORhub	Web site for regional construction hub with secure area containing standard contract templates, procedures and other information that is free to all Y&H public sector organisations	ERDF Contracts - Retain for 30 years. Ordinary Contracts are kept for 6 years after expiry and contracts under seal are kept for 12 years after expiry. (refer also to funding requirements if relevant)	common practice and relevant contract funding requirements	For funded projects: Prior to destruction of documents, confirmation should be sought from the Managing Authority (for ESF, the Department of Work and Pensions and for ERDF, the Department of Communities and Local Government).
IF6	YORtender (web based)	E-tendering System (Web based)	ERDF Contracts - Retain for 30 years. Ordinary Contracts are kept for 6 years after expiry and contracts under seal are kept for 12 years after expiry. (refer also to funding requirements if relevant)	common practice and relevant contract funding requirements	For funded projects: Prior to destruction of documents, confirmation should be sought from the Managing Authority (for ESF, the Department of Work and Pensions and for ERDF, the Department of Communities and Local Government).
Shared Drives					
IF7	Project Folders (Civil Engineering Services)	Contain all information relevant to a project for example design information, contract documents, correspondence with suppliers and public. Refer to Retention Schedule for individual documents retention periods.	ERDF Contracts - Retain for 30 years. Ordinary Contracts are kept for 6 years after expiry and contracts under seal are kept for 12 years after expiry. (refer also to funding requirements if relevant)	common practice and relevant contract funding requirements	For funded projects: Prior to destruction of documents, confirmation should be sought from the Managing Authority (for ESF, the Department of Work and Pensions and for ERDF, the Department of Communities and Local Government).
IF8	Project Folders (Building Design)	Contain all information relevant to a project for example design information, contract documents, correspondence with suppliers and public. Refer to Retention Schedule for individual documents retention periods.	ERDF Contracts - Retain for 30 years. Ordinary Contracts are kept for 6 years after expiry and contracts under seal are kept for 12 years after expiry. (refer also to funding requirements if relevant)	common practice and relevant contract funding requirements	For funded projects: Prior to destruction of documents, confirmation should be sought from the Managing Authority (for ESF, the Department of Work and Pensions and for ERDF, the Department of Communities and Local Government).
IF9	Project Folders (Building Facilities)	Contain all information relevant to a project for example design information, contract documents, correspondence with suppliers and public. Refer to Retention Schedule for individual documents retention periods.	ERDF Contracts - Retain for 30 years. Ordinary Contracts are kept for 6 years after expiry and contracts under seal are kept for 12 years after expiry. (refer also to funding requirements if relevant)	common practice and relevant contract funding requirements	For funded projects: Prior to destruction of documents, confirmation should be sought from the Managing Authority (for ESF, the Department of Work and Pensions and for ERDF, the Department of Communities and Local Government).
IF10	School Folder	Holds information about work with schools for road safety and sustainable travel	TBC		
IF11	Road Safety Training	Data used to provide road safety training to schools and adults	Personal information - 6 months. Aggregate numbers - Permanent	common practice	Destroy
IF12	Collision Data	Electronic injury collision data	Permanent		Delete electronic records

Ref.	Title	Description	Retention Period	Statutory Provisions	Action at end of record life
IF13	Fatal Collision Information	Records of fatal road traffic collision in authority area	Permanent		Retained
IF14	Road Safety Correspondence	Correspondence from public etc re perceived road safety issues	25 years		Retained
IF15	School Crossing Patrols	Data relating to School Crossing Patrol Officers and for operating the service	As long as employee or site is active		
IF16	Procurement folders (Frameworks and non Framework procurement)	All information relating to construction procuremnt undertaken by CMS and information relating to Framework / Contract management	ERDF Contracts - Retain for 30 years. Ordinary Contracts are kept for 6 years after expiry and contracts under seal are kept for 12 years after expiry. (refer also to funding requirements if relevant)		Retained
IF17	Management Systems	Management system documents, superceded instructions, audit reports	5 years from closure		Destroy
IF18	Supplies (shared drive)	All information related to the operation of the Supplies Operation including catalogue, customer services, support, proeedures, day to day issues etc	Refer to Retention Schedule for individual document retention periods.		Destroy
IF19	CR_Procurement (shared drive)	All information relating to goods and services procurement undertaken by Procurement Services and contract management	ERDF Contracts - Retain for 30 years. Ordinary Contracts are kept for 6 years after expiry and contracts under seal are kept for 12 years after expiry. (refer also to funding requirements if relevant)		For funded projects: Prior to destruction of documents, confirmation should be sought from the Managing Authority (for ESF, the Department of Work and Pensions and for ERDF, the Department of Communities and Local Government)
IF20	ENS_Procurement (shared drive)	Information relating to the ENS Exclusion list	TBC		
Paper files/records:					
IF21	Copy Purchase Orders	Supplies (Support)	3 years	common practice	Destroy
IF22	Supplier Delivery Documentation	Supplies (Support)	3 years	common practice	Destroy
IF23	Banking Documentation	Supplies (Support)	6 years	common practice	Destroy
IF24	Customer Orders	Supplies (Support)	9 months	common practice	Destroy
IF25	Supplier Invoices - Masterpiece Orders	Supplies (Support)	3 years	common practice	Destroy
IF26	Supplies Invoices	Supplies	3 years	common practice	Destroy
IF27	Customer Orders	Supplies	3 years	common practice	Destroy
IF28	Copy Purchase Orders	Supplies (Support)	3 years	common practice	Destroy
IF29	Supplier Delivery Documentation	Supplies (Support)	3 years	common practice	Destroy
Digital files / records					
IF30	Docs on CCTV etc.	Supplies	3 months	common practice	Destroy
Archived files / records					
IF31	Docs sent to archive	Supplies	6 years	common practice	Destroy