

Surrey County Council Land and Property Retention Schedule

Ref No	Description	Legal Basis	Retention	Action at End of Retention	Contains Personal Information (Yes/No)	Protectively Marked (Yes/No)	Notes/Access
L&P1.0	Compliance & Inspections	-	-	-	-	-	-
L&P1.0.1	Condition Surveys	Limitation Act 1980 (Section 2)	Date of survey + 6 years	Secure Disposal	No	No	Should be on a 5-year rolling programme. New survey replaces existing.
L&P1.0.2	Building Surveys	Limitation Act 1980 (Section 8)	Termination of the use of the building + 12 years	Secure Disposal	No	No	Not Applicable
L&P1.0.3	Asbestos Surveys and Asbestos Management Plans	The Control of Asbestos Regulations 2006 SI 2006 2739	Permanent	Not Applicable	No	No	Not Applicable
L&P1.0.4	Asbestos Related Work	Not Applicable	40 years after works completed.	Not Applicable	No	No	Based on time allowed for claims under Health & Safety law.
L&P1.0.5	Electrical installation certificates relating to individual properties	Limitation Act 1980 (Section 2)	Whole life of the installation + 6 years	Secure Disposal	No	No	Not Applicable
L&P1.0.6	Fire Safety Certificates	The Regulatory Reform (Fire Safety) Order 2005	Date certificate expires + 6 years	Secure Disposal	No	No	Includes record of Fire Evacuation Procedures, Log Book and Fire Risk Assessment.
L&P1.0.7	Records relating to the testing of equipment such as fire extinguishers and PAT testing	Limitation Act 1980 (Section 11)	Date of next test + 4 years	Secure Disposal	No	No	Not Applicable
L&P1.0.8	Legionella Risk Assessment	Limitation Act 1980 (Section 11)	Date of next test + 4 years	Secure Disposal	No	No	Not Applicable
L&P1.0.9	Property security - inspection and enforcement	Not Applicable	As required - new inspection supercedes existing	Secure Disposal	No	No	Records documenting the conduct and outcomes of a security inspection of a property, and action taken to deal with matters raised.
L&P2.0	Property Management	-	-	-	-	-	-
L&P2.0.1	All records relating to the allocation and management of smallholdings	Limitation Act 1980 (Section 2)	Life of Smallholding plus 6 years	Offer to Surrey History Centre	Yes	No	Not Applicable
L&P2.0.2	All records relating to the allocation and management of farms	Limitation Act 1980 (Section 2)	Life of Farm plus 6 years	Offer to Surrey History Centre	Yes	No	Not Applicable
L&P2.0.3	SCC Property Files	Limitation Act 1980 (Section 8)	Last Entry on File plus 12 years	Secure Disposal	Yes	No	Not Applicable
L&P2.0.4	All records relating to the history of individual land or property.	Not Applicable	Permanent	Offer to Surrey History Centre	Yes	No	More about the history of the site - when acquired, when sold than property management record.

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L&P2.0.5	Property Valuation Reports	Limitation Act 1980 (Section 12)	End of Use of Property plus 12 years	Secure Disposal	No	No	Relates to specific valuations for a specific site.
L&P2.0.6	All Records Relating to Energy Management	Not Applicable	Current Year plus six years	Secure Disposal	No	No	Excludes anything compliance related.
L&P2.0.7	Premises files including floor plans, major works and other records	Limitation Act 1980 (Section 2)	Life of SCC's ownership of the building plus 6 years	Secure Disposal	No	No	Not Applicable
L&P2.0.8	Plans concerning office and furniture layouts	Not Applicable	Most recent version replaces predecessors	Secure Disposal	No	No	Not Applicable
L&P2.0.9	Estates Files	Not Applicable	Destroy 15 years after the expiry of the lease	Secure Disposal	Yes	No	Agreed by Estates Team on 3/4/20.
L&P2.0.10	Lease Agreements	Not Applicable	Destroy 15 years after the expiry of the lease	Secure Disposal	Yes	No	Agreed by Estates Team on 3/4/20.
L&P2.0.11	Leases and Licences	Not Applicable	Destroy 15 years after the expiry of the lease	Secure Disposal	Yes	No	Agreed by Estates Team on 3/4/20.
L&P2.0.12	Section 106 agreements	Not Applicable	Review every 10 years	Secure Disposal	No	No	Not Applicable
L&P2.0.13	Tree Preservation Orders	Not Applicable	Life of tree. Review every 5 years.	Secure Disposal	No	No	Not Applicable
L&P3.0	Projects & Maintenance	-	-	-	-	-	-
L&P3.0.1	Records relating to PFI schools built as part of the BSF programme	Not Applicable	Not Applicable	Responsibility for destruction does not rest with SCC	No	No	The contractors will retain ownership of these records as the liability in the case of building defect will remain with contractor. SCC will request copies of any documents in which SCC has any liability.
L&P3.0.2	School Building Project Files	Limitation Act 1980 (Section 2)	Last Action on the Project plus 6 years	Secure Disposal	Yes	No	Not Applicable
L&P3.0.3	Non School Project Building Files	Limitation Act 1980 (Section 2)	Last Action on the Project plus 6 years	Secure Disposal	Yes	No	Not Applicable
L&P3.0.4	Inventory of equipment	HMRC - Compliance Handbook Manual CH15400	Date of Inventory plus 6 years	Secure Disposal	No	No	Not Applicable
L&P3.0.5	Maintenance Agreements	Limitation Act 1980 (Section 2)	End of Agreement plus 6 years	Secure Disposal	No	No	Documents pertaining to the Contracts.
L&P3.0.6	Records relating to all planned maintenance of council properties	Limitation Act 1980 (Section 2)	Date of Work plus 6 years	Secure Disposal	No	No	Records of Planned Maintenance such as Orders.
L&P3.0.7	Maintenance Logs for Schools which have closed or are no longer managed by SCC	Limitation Act 1980 (Section 2)	Date School Closed or Moved out of SCC Maintenance Responsibility plus six years	Secure Disposal	No	No	Not Applicable

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L&P3.0.8	All records relating to the refurbishment of buildings in Council ownership	Limitation Act 1980 (Section 2)	Date Refurbishment Completed plus 6 years	Secure Disposal	No	No	Not Applicable
L&P3.0.9	Responsive Maintenance Work Orders	Limitation Act 1980 (Section 2)	Date work completed + 6 years	Secure Disposal	No	No	Not Applicable
L&P4.0	Acquisitions & Disposals	-	-	-	-	-	-
L&P4.0.1	Records relating to the disposal of properties belonging to the authority where disposal value is less than x	Limitation Act 1980 (Section 2)	Date of Disposal plus 6 years.	Secure Disposal	Yes	No	Note need to retain records where restrictive or other covenants exist.
L&P4.0.2	All records relating to the history of individual land or property.	Not Applicable	Permanent	Offer to Surrey History Centre	Yes	No	More about the history of the site - when acquired, when sold than property management record.
L&P4.0.3	Property Valuation Reports	Limitation Act 1980 (Section 12)	End of Use of Property plus 12 years	Secure Disposal	No	No	Relates to specific valuations received for a specific site as and when requested.
L&P4.0.4	Acquisition Plans	Limitation Act 1980 (Section 4)	End of interest plus 15 years.	Secure Disposal	No	No	Not Applicable
L&P4.0.5	Legal Documents Relating to Acquisition	Limitation Act 1980 (Section 4)	End of interest plus 15 years.	Secure Disposal	Yes	No	Not Applicable
L&P4.0.6	Particulars of Purchase Documents	Limitation Act 1980 (Section 4)	End of interest plus 15 years.	Secure Disposal	Yes	No	Not Applicable
L&P5.0	Facilities Management	-	-	-	-	-	-
L&P5.0.1	Property security	Not Applicable	Date Superceded plus 6 months	Secure Disposal	Yes	No	Property security - Records documenting property access controls to secure areas (e.g. access registers, key registers, fob registers, security data logs).
L&P5.0.2	Property security - Register of fobs/ security passes issued to staff	Not Applicable	Date Superceded plus 6 months	Secure Disposal	Yes	No	All staff leaving should surrender access cards as part of Exit process.
L&P5.0.3	Property security - Register of security passes issued to visitors	Not Applicable	Date Superceded plus 6 months	Secure Disposal	Yes	No	NOT the Visitor Book but the record of security passes issued.

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L&P5.0.4	Property security - Records documenting the investigation of a security incident in a property, and action taken.	Not Applicable	Date of completion of investigation 3 years	Secure Disposal	Yes	No	
L&P5.0.5	Register of car park passes issued to staff	Not Applicable	Date Superseded plus 6 months	Secure Disposal	Yes	No	The car park pass should be returned either of termination of employment or if contractual base changes.
L&P5.0.6	Equipment and consumables - stock	Not Applicable	Stock inventory, stock taking records, condition monitoring, movement of stock End of financial year 3 years	Secure Disposal	No	No	Records of consumables
L&P5.0.7	Post Books recording incoming and outgoing post	Not Applicable	Last Action plus 2 years.	Secure Disposal	Yes	No	