

RETENTION & DISPOSAL SCHEDULE
DESIGN AND BUILD

DESIGN & BUILD	STORAGE FORMAT:	RETENTION PERIOD:	ACTION:	DATE OF NEXT ACTION	REASON FOR RETENTION:
Committee Minutes – High Level Decisions	Stored in various formats: System, Computer & Paper	Need to be kept throughout contract	Liaise with HC legal department at end of contract	To be discussed with HC re handover at the end of the contract	Public Realm Information
Committee Minutes - general	Stored in various formats: System, Computer & Paper	2 years	Destroy	Annual Review	Public Realm Information
Contract documents relating to the Public Realm contract	Stored in various formats: System, Computer & Paper	12 years after the contract has expired	Destroy	Annual Review	Public Realm Asset data
Employment Contractual information	Stored in various formats: System, Computer & Paper	Kept as long as required operationally as HR information is maintained by BB portal	Destroy	Annual Review	Public Realm Asset data
Meeting Minutes where relevant to infrastructure	Stored in various formats: Computer & Paper	Need to be kept throughout contract	Liaise with HC legal department at end of contract	To be discussed with HC re handover at the end of the contract	Public Realm Asset data
Meeting Minutes – general day to day operations	Computer & paper	1-2 years dependent on content	Destroy	Annual Review	Public Realm Asset data
Drawings	Computer & paper	Kept as long as required operationally	Destroy	Annual Review	Public Realm Asset data
Policies	Computer & paper	Kept as long as required operationally	Destroy	Annual Review	Public Realm Asset data
Personnel Records	Stored in various formats: System, Computer & Paper	Kept as long as required operationally as HR information is maintained by BB portal	Destroy	Annual Review	Public Realm Asset data
Miscellaneous Share drive & paper folders – relating to maintenance	Computer & paper	6 years minimum	Review content to determine what should be done with data.	Annual Review	Public Realm Asset data

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of assets					
Miscellaneous Share drive & paper folders – relating to general correspondence i.e. basic one-off enquiries, catalogues etc	Computer & paper	1-2 years dependent on content	Review content to determine what should be done with data.	Annual Review	Public Realm Asset data
Informal Public Consultation data	Stored in various formats: System, Computer & Paper	2 Years	Review content to determine what should be done with data.	Annual Review	Public Realm Information
Statutory Public Consultation data	Stored in various formats: System, Computer & Paper	6 years after the contract expires	Review content to determine what should be done with data.	To be discussed with HC re handover at the end of the contract	Public Realm Information
Project designs – major projects	Stored in various formats: System, Computer & Paper	Kept as long as required operationally	Destroy	To be discussed with HC re handover at the end of the contract	Public Realm Information
Think Risk	Think Risk System	Kept as long as required operationally as information is maintained by BB IRIS system	No action	To be discussed with HC re handover at the end of the contract	Public Realm Information
Project Programmes	Computer & paper	Kept as long as required operationally	Destroy	Annual Review	Public Realm Information
Scheme Programmes	Computer & paper	Kept as long as required operationally	Destroy	Annual Review	Public Realm Information
Scheme data	Computer & paper	Kept as long as required operationally	Destroy	To be discussed with HC re handover at the end of the contract	Public Realm Information
Subcontractor	Computer & paper	Kept as long as	Destroy	To be discussed with	Public Realm

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Agreements		required operationally		HC re handover at the end of the contract	Information
Data relating to names and addresses of land and property owners for the Hereford Transport Package	Computer	Kept as long as required operationally – for communications purposes and land/property access	Destroy when communications cease	To be discussed with HC re handover at the end of the contract	Contract Information
Information from third parties	Stored in various formats: System, Computer & Paper	Only retained whilst the work is being carried out	Destroy	Annual Review	Public Realm Information