

Retention Schedule - Leadership Support

Note: This Retention Schedule applies to all data held in any format (i.e. paper, electronic, microfiche etc)

Function	Document Description	Retention Period
Leadership Support - Policy	Corporate Projects	5 years
Leadership Support - Print Room	Single colour printing	48 hours
Leadership Support - Print Room	Print request forms	Deleted when work delivered to client
Leadership Support - Print Room	Artwork files (pdf, word, excel)	Current year
Leadership Support - Print Room	External client artwork, mail merge letters and penalty files	Deleted when work delivered to client
Leadership Support - Design Studio	Print request forms	Deleted once sent to print
Leadership Support - Design Studio	Artwork files	3 years
Leadership Support - Design Studio	Photographs and video footage	Indefinite
Leadership Support - Design Studio	Job records	Current year - deleted once financial accounts are finalised
Conservation	Grant applications	10 years
Conservation	Informal Listed Building/Conservation Area enquiries	Indefinite
Development Management	Public Notices - press adverts for planning applications	Current year + 1
Land Charges	Local Land Charges Registers	Indefinite
Land Charges	Requisitions for Searches and Enquiries	7 years