

Retention Schedule - Community Services

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

Function	Document Description	Retention Period
Community Services	Partnership details/minutes	Current year + 2
Community Services	Correspondence, projects and general operational information - hard copy and electronic form	Specific project info - indefinitely. Remainder to be destroyed in accordance with Retention Policy for general admin files
Community Services	Financial records	In accordance with Council policy
Community Services	Project documentation	3 years or in accordance with the project scheme
Community Services	Sport & Recreation Strategy, Playing Pitch Strategy, Play Areas Strategy, Open Space Improvement Programme, Parks and Open Spaces Strategy	Life of Strategy + 2 years
Community Services	Sports Council Grants Applications	Current year + 2