

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)					
		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&P1.0.7	Records relating to the testing of equipment such as fire						
L&P1.0.9	Property security - inspection						

Surrey County Council Land and Property Retention Sch

Ref No	Description	Legal Basis	Retention	Action at End of Retention	Contains Personal Information (Yes/No)	Protectively Marked (Yes/No)	Notes/Access
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 Not Applicable