

Retention Schedule 8. Property Records

Record description	Regulatory retention period and source	Recommended retention period	Form in which to be kept	Reasons and remarks
Legal Documents				
1 Deeds of title		Until sold or transferred.	Original.	Documents of title will be transferred to new freeholder on disposal.
2 Leases (signed copies)		Sixteen years after expiry.	Original.	Documents of title. Limitation.
3 Subletting agreements (signed copies)		Twelve years after expiry or termination.	Original.	Limitation.
4 Wayleave agreements		Twelve years after expiry or termination.	Original.	Limitation.
5 Landlords consents		Sixteen years after surrender expiry or termination of lease or memoranda of terms.	Original.	Limitation.
6 Licences		Sixteen years after surrender expiry or termination of lease.	Original.	Limitation.
7 Planning consents		Twenty-five years from date of issue or until property sold or consent expires.	Original.	Document will be transferred to new owner Commercial.

Retention Schedule 8. Property Records

8	Listed building consents		Twenty-five years from date of issue or until property sold.	Original.	Documents will be transferred to new owner Commercial.
Project Documents for New Buildings and Improvements					
9	Specifications		Up to twenty-five years.	Any.	Evidence/Limitation/Business Needs.
10	Bills of quantity		Sixteen years after project completion.	Any.	Evidence/Limitation/Business Needs.
11	Tender documents		Sixteen years after project completed.	Any.	Evidence/Limitation.
12	Agreements with contractors and consultants		Sixteen years after project completed.	Originals preferable.	Evidence/Limitation.
13	Surveys and inspections		Permanently.	Any.	Evidence/Business Needs.
Reports					
14	Architectural reports		Twenty-five years.	Any.	Evidence/Business Needs.
15	Structural engineering, mechanical and electrical engineering and drainage services reports		Fifteen years.	Any.	Evidence/Business Needs.
16	Building condition surveys		Twenty-five years.	Any.	Evidence/Business Needs.

Retention Schedule 8. Property Records

17	Asbestos inspections		Forty years+.	Any.	Evidence/Business Needs.
18	Conservation reports (Historic and listed buildings)		Twenty-five years.	Any.	Evidence/Business Needs.
19	Site surveys		Twenty-five years.	Any.	Evidence/Business Needs.
20	Maps, plans and drawings		Twenty-five years.	Any.	Evidence/Business Needs.
21	Health and safety file relating to a construction project	Permanently.			Required under the construction (design and management) regulations 2007.
<i>Maintenance Records</i>					
22	Maintenance contracts and related files		Six/twelve years after end of contract.	Original of contracts may be preferable, otherwise any.	Evidence/Limitation.
23	Maintenance schedules and programmes		Sixteen years after end of contract.	Any.	Business needs.
24	Maintenance Log		Sixteen years after entry.	Any.	
<i>Intellectual Property Records</i>					
25	Documents evidencing assignment of trade/service marks and designs		Six years after cessation of registration.	Originals preferable.	Evidence/Limitation.

Retention Schedule 8. Property Records

26	Certificates of registration of trade/service marks and design		Six years after cessation of registration.	Originals preferable.	Evidence/Limitation. Copy also held in registry.
27	Intellectual property agreements and licences		Six years after expiry.	Any.	Evidence/Limitation. Limitation period will depend on whether agreement is executed as a deed
28	Literary, dramatic and musical works for which copyright protection is claimed		Life in being + fifty years.	Any.	Evidence. Copyright, Designs and Patents Act 1988.
29	Artistic works, recordings, films, photos and broadcasts for which copyright protection is claimed		Fifty years.	Any.	Evidence. Copyright, Designs and Patents Act 1988
30	Patent applications for extension of patents		For the life of patent + six years.	Any.	Evidence. The information will be useful for prosecuting infringements and defending patents in other ways.
31	Applications for extension patents		If granted, for life of patent.	Any.	Evidence. The information will be useful for prosecuting infringements and defending patents in other ways.

Retention Schedule 8. Property Records

32 Assignment of patent rights		For life of patent + six years.	Assignments of patents must be 'in writing'. Accordingly, original should be kept.	Evidence/Limitation. Patents Act 1977, ss.30 and 68. Assignments will usually be registered at the patent office.
33 Patent licences		For period of licence + six years.	If 'in writing', original should be kept.	Evidence/Limitation. Patent licences may be registered at the patent office.
<i>Records of Other Property Assets</i>				
34 Asset registers		Permanently.	Any.	Historical entries should be kept for at least six years after assets they record are sold, transferred, written off, etc.
35 MOT certificates		Until vehicle sold.	Original.	Commercial/Best Practice.
36 Vehicle registration documents		Until vehicle sold.	Original.	Document of title.
37 Maintenance logs		Until vehicle sold.	Original.	Commercial/Best Practice.
38 Drivers log book		One year.		Commercial.
39 Vehicle mileage records		Two years after disposal of vehicle.		Commercial.

Retention Schedule 8. Property Records

<i>Title Deeds and Other Documents Relating to Property Interest</i>				
40	Contracts and options		Twelve years after property interest ceases.	
41	Abstracts of title		Twelve years after property interest ceases.	
42	Conveyances		Twelve years after property interest ceases.	
43	Land certificates		Twelve years after property interest ceases.	
44	Industrial development certificates		Twelve years after property interest ceases.	Commercial/Limitations.
45	Deeds of easements/wayleaves		Twelve years after property interest ceases.	
46	Building control permissions		Twelve years after property interest ceases.	

Retention Schedule 8. Property Records

<p>47 Planning permissions under the Town and Country Planning Act 1990 (as amended) or the Town and Country Planning (Scotland) Act 1997 (as amended) includes deemed planning permissions linked to Section 36 consents (see below)</p>	<p>No statutory period. Most permissions lapse after three years (formerly five years) if not implemented.</p>	<p>Implemented permissions: Twelve years after property interest ceases. Lapsed unimplemented permissions: Twelve months after lapse Temporary permissions: Three years after end of period of permission or the use to which it refers, whichever is later.</p>	<p>Historically hard copy, can be electronic (pdf) provided all relevant documents are included. Apart from the decision notice, permissions include the application form, any Environmental Statement or supporting documents and drawings.</p>	<p>Future reference as to lawfulness of development or use of land. Reference and due diligence purposes if property is disposed of.</p>
<p>48 Section 106 agreements under the Town and Country Planning Act 1990 (as amended) and section 75 agreements under the Town and Country Planning (Scotland) Act 1997</p>	<p>No statutory period.</p>	<p>Twelve years after the property interest ceases.</p>	<p>Signed and sealed original Hard copy or PDF for day to day reference.</p>	<p>Includes unilateral obligations (usually given during appeals) and any modifications or discharges of agreements/obligations.</p>
<p>49 Section 36 consents under the Electricity Act 1989</p>	<p>No statutory period.</p>	<p>As for planning permissions.</p>	<p>As for planning permissions.</p>	

Retention Schedule 8. Property Records

50	Environmental permits under the environmental permitting (England and Wales) regulations 2007 (SI 2007/3538) and equivalents under superseded legislation and in Scotland	Requirement to keep copy of permit on installation site while permit is in force and keep records as standard condition of individual permits.	Five years after surrender or transfer of permit to a third party, as the case may be.	To be kept in hard copy by the station or other business unit operating the permitted activity. EMD keep permit documents (not waste management licences) in electronic archive.	Covers PPC permits and waste management licences. Includes application forms and supporting documents forming part of the permit application.
51	Abstraction licences under Water Resources Act 1991 (as amended)	While licence in force.	Five years after surrender or transfer of licence.	Hard copy to be kept by station or business unit operating the abstraction.	
52	Discharge consents under Water Resources Act 1991 (as amended)	While consent in force.	Five years after revocation or transfer of consent to a third party, as the case may be.	Hard copy to be kept by station or business unit operating the discharge.	
53	Consents for works on watercourses under s.109 of the Water Resources Act 1991 (as amended), s.23 of the Land Drainage Act 1991 and local legislation/byelaws	No statutory period.	Implemented consents: Twelve years after interest in property ceases. Un-implemented consents: Until lapsed.		

Retention Schedule 8. Property Records

54	Controlled activities authorisations under the Water Environment (Controlled activities)(Scotland) Regulations 2005 (SSI 2005/348) (as amended) Activities	While authorisation in force.	Similar to environmental permits (above).		
55	Duty of care records under the Environmental Protection (Duty of Care) Regulations 1991 (SI 1991/2839)	Two years.	Four years.		
56	Record required to be kept under the Reservoirs Act 1975 (as amended) (hydro reservoirs, some cooling tower ponds, ash lagoons)	Not specified on the face of the Act but while reservoir continues to exist.	Twelve years after interest in the property ceases.		
57	Health and safety, office and shops legislation e.g. fire certificates		Twelve years after the interest in the property ceases.		Fire certificates are kept for reference.
Property Receipts					
58	Agreements with architects and builders		Six years after completion of the contract.		Limitations.

Retention Schedule 8. Property Records

Closure Sites				
59	Plant running records since the last overhaul and total accumulated running hours		Until demolition.	Commercial.
60	Water extraction consents		Until disposal of the site.	Commercial.
61	Pollution emission records		Three years.	HMPI reference.
62	Asbestos disposal records; if buried on-site marked drawings and plans of disposal areas		Indefinitely.	Legal.
63	Certificates of disposal of all chemicals and mercury from site		Until demolition.	Health & Safety at Work Act
64	Ash lagoon records		Indefinitely.	Commercial/Safety.
65	Drawings of any unfilled underground structures		Until disposal.	Commercial/Safety.
66	Main plant drawings		Until demolition.	Commercial.
67	Station managers closure report		Until disposal of the site.	Commercial/Legal.
68	File of photographs of plant and buildings and details of total generation from site		Until disposal.	Public relations.
69	Ash disposal consents		Until disposal.	Commercial.