



## R2974 A2 TfL information and records disposal schedule: Property and Assets (last updated 12 March 2018)

### Purpose

The information and records disposal schedule which follows forms part of a set of corporate schedules for Transport for London (TfL). The schedules provide evidence of compliance with legislation such as the General Data Protection Regulation and the Freedom of Information Act 2000, as well as adherence to TfL's [Information and Records Management Policy](#) and TfL's commitment to [transparency](#).

The schedules assist TfL to:

- Reduce multiple sets of identical records and data.
- Remove obsolete or inaccurate information.
- Improve business processes.
- Meet legislative compliance requirements.
- Create corporate rules for records disposal as part of new system implementation.

The schedules will be revised every two years or more frequently if required. They are generic documents covering records relating to the following functions:

Schedule	Reference
Contracts and Procurement	CP
Corporate Governance	CG
Employment and Pensions	EP
Finance	FN
Health and Safety	HS
Information Management	IM
Property and Assets	PY

### Disclaimer

Any disposal schedule is by its nature a work in progress; it may be incomplete due to time restraints or complete at the time of publication but require amendments, additions and deletions at a future date.

### Note on records disposal

There are three ways to dispose of property related records:

- Transfer them to a third party who acquires the property to which they relate;
- Destroy them at a given time; *or*
- Transfer them to TfL Corporate Archives so that they can be kept permanently as part of TfL's historical record.

Records of permanent value should be transferred to the [TfL Corporate Archives](#). Hard copy (paper) records and information on portable digital media which have to be kept for a period of time before destruction (e.g. longer than 1 year after closure) should be transferred to the [TfL Records Stores](#).

Destruction of records in accordance with the provisions of this schedule will be suspended if it becomes apparent that there is any possibility of anticipated litigation or regulatory investigation.

### Scope

- The schedule below covers records relating to property and assets management, including project records relating to new buildings or improvements.
- For generic project records and contracts see the [Contracts and Procurement](#) records disposal schedule.

The provisions of the schedule are to be applied to data in all formats (electronic or paper) and in all storage locations, whether active or inactive, other than to information stored on backup tapes or discs, which are subject to a different set of disposal rules based on disaster recovery requirements, and emails held in the Symantec Enterprise Archive Vault, which has a single retention policy applied to all content once ingested into the Vault. See the *Information Management* schedule for an explanation of the retention rules applied to backup tapes or discs and the 'email archive'.

**The Schedule: Property and Assets (Ref: PY)**

- PY1 [Legal documents management](#)  
 PY2 [Maps, plans, photographs and drawing management](#)  
 PY3 [New buildings and structures or improvements projects](#)  
 PY4 [New buildings and structures or improvements reports](#)  
 PY5 [Property assets management](#)  
 PY6 [Property maintenance](#)

TfL information and records disposal schedule: Property and Assets (last updated 12 March 2018: version 4.0)										
Item no.	Item description	Purpose	Format/ medium and location (where identified)	Administrative responsibility (where identified)	Statutory/ regulatory/ recommended minimum retention period and authority	Trigger (ie event that prompts the start of the TfL retention period)	TfL retention period	Disposal action (ie action taken at the end of the TfL retention period)	TfL business requirement/ external best practice recommendation	Additional information
<b>PY1. Legal documents management</b>										
PY1.1	Title deeds and other documents relating to freehold property	Documenting TfL title relating to buildings and surrounding land	Hard copy  Muniments	Commercial Development	-	<b>Disposal of property</b>	-	<b>Transfer to new freeholder those documents required (*)</b>	Transfer of documentation to new freeholder may fulfil a contractual requirement	* Any remaining documents not transferred to new freeholder should be offered to TfL Corporate Archives
PY1.2	Leases (signed copies)	Documenting TfL title relating to buildings and surrounding land	Hard copy; electronic  Muniments	Commercial Development	Overriding time limit for negligence actions not involving personal injuries - fifteen years from the last date of any act of, or omission causing, alleged negligence and to which the damage in respect of which damages are claimed is alleged to be attributable  <a href="#">Limitation Act 1980 s. 14B</a>	<b>Termination or expiry of lease</b>  <b>Sale of leasehold interest</b>  <b>Surrender of lease held as tenant before term has expired</b>	<b>16 years</b>  -  -	<b>Offer to TfL Corporate Archives</b>  <b>Transfer to new leaseholder those documents required (*)</b>  <b>Transfer back to landlord those documents required (*)</b>	To maintain a complete record in the event of any legal claims and fulfil any contractual requirements for the transfer of documents	* Any remaining documents not transferred to new leaseholder or landlord should be offered to TfL Corporate Archives

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PY1.3	Memoranda of terms	Documenting TfL title relating to buildings and surrounding land	Hard copy; electronic  Muniments	Commercial Development	Overriding time limit for negligence actions not involving personal injuries - fifteen years from the last date of any act of, or omission causing, alleged negligence and to which the damage in respect of which damages are claimed is alleged to be attributable <a href="#">Limitation Act 1980 s. 14B</a>	<b>Expiry or ceasing to be of relevance (ie date is reached whereby certain other things have not happened)</b>	<b>16 years (*)</b>	<b>Destroy</b>	To maintain a complete record in the event of any legal claims	* Where a memorandum of terms relates to another legal document (eg lease, transfer of land) then the retention period should mirror that applied to the related document
PY1.4	Landlords' consents	Documenting TfL title relating to buildings and surrounding land	Hard copy  Muniments	Commercial Development	Overriding time limit for negligence actions not involving personal injuries - fifteen years from the last date of any act of, or omission causing, alleged negligence and to which the damage in respect of which damages are claimed is alleged to be attributable <a href="#">Limitation Act 1980 s. 14B</a>	<b>Surrender, expiry or termination of lease or memoranda of terms</b>  <b>Property sold</b>	<b>16 years</b>  -	<b>Destroy</b>  <b>Transfer to new owner</b>	To maintain a complete record in the event of any legal claims and fulfil any contractual requirements for the transfer of documents	

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PY1.5	Licences	Documenting TfL title relating to buildings and surrounding land	Hard copy; electronic  Muniments	Commercial Development	Overriding time limit for negligence actions not involving personal injuries - fifteen years from the last date of any act of, or omission causing, alleged negligence and to which the damage in respect of which damages are claimed is alleged to be attributable <a href="#">Limitation Act 1980 s. 14B</a>	<b>Licence superseded or terminated</b>  <b>Property sold</b>	<b>16 years</b>  -	<b>Destroy</b>  <b>Transfer to new owner</b>	To maintain a complete record in the event of any legal claims and fulfil any contractual requirements for the transfer of documents	
PY1.6	Subletting agreements	Documenting TfL title relating to buildings and surrounding land	Hard copy; electronic  Muniments	Commercial Development	Expiry or termination + 12 years <a href="#">Limitation Act 1980 s.8</a>	<b>Agreement expired or terminated</b>  <b>Property sold</b>	<b>13 years</b>  -	<b>Destroy</b>  <b>Transfer to new owner</b>	To maintain a complete record in the event of any legal claims and fulfil any contractual requirements for the transfer of documents	
PY1.7	Wayleave agreements	Documenting TfL title relating to buildings and surrounding land	Hard copy; electronic  Muniments	Commercial Development	Expiry or termination + 12 years <a href="#">Limitation Act 1980 s.8</a>	<b>Expiry or termination</b>	<b>13 years</b>	<b>Destroy</b>	To maintain a complete record in the event of any legal claims	
PY1.8	Schedule of known tenant alterations	Documenting TfL title relating to buildings and surrounding land	Hard copy; electronic  Muniments	Commercial Development		<b>Surrender, expiry or termination of lease or memoranda of terms</b>	<b>16 years</b>	<b>Destroy</b>	To maintain a complete record in the event of any legal claims	
PY1.9	Register of legal documents	Documenting TfL title relating to buildings and surrounding land	Hard copy; electronic  Muniments	Commercial Development	-	<b>Ceases to be current</b>	<b>16 years</b>	<b>Destroy</b>	To tie in with disposal of legal documents	

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PY1.10	Tests and statutory certificates	Documenting TfL title relating to buildings and surrounding land	Hard copy Muniments	Commercial Development	Expiry or termination + 12 years <a href="#">Limitation Act 1980 s.8</a>	<b>Expiry or termination</b>	<b>13 years</b>	<b>Destroy</b>	To maintain a complete record in the event of any legal claims	
PY1.11	Planning consents and correspondence: alterations to buildings	Documenting TfL title relating to buildings and surrounding land	Hard copy; electronic Muniments	Commercial Development	-	<b>Disposal of asset</b>	<b>16 years</b>	<b>Review</b>	To maintain a complete record in the event of any legal claims	
PY1.12	Planning consents and correspondence: new buildings	Documenting TfL title relating to buildings and surrounding land	Hard copy; electronic Muniments	Commercial Development	-	<b>Disposal of asset</b>	<b>16 years</b>	<b>Review</b>	To maintain a complete record in the event of any legal claims	
PY1.13	Listed building consents and correspondence	Documenting TfL title relating to buildings and surrounding land	Hard copy; electronic Muniments	Commercial Development	-	<b>Disposal of asset</b>	<b>16 years (*)</b>	<b>Review (*)</b>	To maintain a complete record in the event of any legal claims	* May have to be transferred to new owner
<b>PY2. Maps, plans, photographs and drawing management</b>										
PY2.1	Design drawings	Illustrating new buildings and structures or improvement programmes	Includes Computer Aided Design (CAD) drawings Relevant project team	Commercial Development; LU; Surface Transport	-	<b>Project completion</b>	<b>16 years</b>	<b>Review – may be appropriate to offer to TfL Corporate Archives to determine historical value</b>	To maintain a complete record in the event of any legal claims	
PY2.2	Perspective drawings	Illustrating new buildings and structures or improvement programmes	Includes Computer Aided Design (CAD) drawings Relevant project team	Commercial Development; LU; Surface Transport	-	<b>Project completion</b>	<b>16 years</b>	<b>Review – may be appropriate to offer to TfL Corporate Archives to determine historical value</b>	To maintain a complete record in the event of any legal claims	

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PY2.3	Consultants' and contractors' drawings and associated records	Illustrating new buildings and structures or improvement programmes	Includes Computer Aided Design (CAD) drawings  Relevant project team	Commercial Development; LU; Surface Transport	Overriding time limit for negligence actions not involving personal injuries - fifteen years from the last date of any act of, or omission causing, alleged negligence and to which the damage in respect of which damages are claimed is alleged to be attributable  <a href="#">Limitation Act 1980 s. 14B</a>	<b>Disposal of asset</b>	<b>16 years</b>	<b>Review – may be appropriate to offer to TfL Corporate Archives to determine historical value</b>	To maintain a complete record in the event of any legal claims	
PY2.4	"As built" or "as installed" drawings	Illustrating new buildings and structures or improvement programmes	Includes Computer Aided Design (CAD) drawings  Relevant project team	Commercial Development; LU; Surface Transport	Overriding time limit for negligence actions not involving personal injuries - fifteen years from the last date of any act of, or omission causing, alleged negligence and to which the damage in respect of which damages are claimed is alleged to be attributable  <a href="#">Limitation Act 1980 s. 14B</a>	<b>Disposal of asset</b>	<b>16 years</b>	<b>Review – may be appropriate to offer to TfL Corporate Archives to determine historical value</b>	To maintain a complete record in the event of any legal claims	

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PY2.5	Presentation models, drawings or photographs	Illustrating new buildings and structures or improvement programmes	Includes Computer Aided Design (CAD) drawings  Relevant project team	Commercial Development; LU; Surface Transport	-	<b>Project completion</b>	-	<b>Retain one format permanently – offer to TfL Corporate Archives for permanent retention</b>	Historical value	
PY2.6	Competition drawings	Illustrating new buildings and structures or improvement programmes	Includes Computer Aided Design (CAD) drawings  Relevant project team	Commercial Development; LU; Surface Transport	-	<b>Result announced</b>	<b>10 years</b>	<b>Review – may be appropriate to offer to TfL Corporate Archives to determine historical value</b>	<a href="#">TNA: Retention Scheduling guideline no.1 Buildings Records</a>	
PY2.7	Working copies of maps, plans and drawings	Illustrating new buildings and structures or improvement programmes	Includes Computer Aided Design (CAD) drawings  Relevant project team	Commercial Development; LU; Surface Transport	-	<b>Date of creation</b>	<b>12 years</b>	<b>Destroy</b>	<a href="#">TNA: Retention Scheduling guideline no.1 Buildings Records</a>	
PY2.8	Prints and negatives: site photographs	Illustrating new buildings and structures or improvement programmes	Includes digital photographs  Relevant project team	Commercial Development; LU; Surface Transport	-	<b>Project completion</b>	-	<b>Retain permanently – offer to TfL Corporate Archives for permanent retention</b>	Historical value	
PY2.9	Prints and negatives: publicity photographs	Illustrating new buildings and structures or improvement programmes	Includes digital photographs  Relevant project team	Commercial Development; LU; Surface Transport	-	<b>Project completion</b>	-	<b>Retain one format permanently – offer to TfL Corporate Archives for permanent retention</b>	Historical value	
PY2.10	Prints and negatives: work in progress	Illustrating new buildings and structures or improvement programmes	Includes digital photographs  Relevant project team	Commercial Development; LU; Surface Transport	-	<b>Project completion</b>	<b>16 years</b>	<b>Review – may be appropriate to offer to TfL Corporate Archives to determine historical value</b>	To maintain a complete record in the event of any legal claims	

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<b>PY3. New buildings and structures or improvements project management</b>										
PY3.1	Specifications	Project documentation	Electronic/hard copy  Relevant project team	Commercial Development; LU; Surface Transport	Overriding time limit for negligence actions not involving personal injuries - fifteen years from the last date of any act of, or omission causing, alleged negligence and to which the damage in respect of which damages are claimed is alleged to be attributable <a href="#">Limitation Act 1980 s. 14B</a>	<b>Expiry of contract</b>	<b>16 years</b>	<b>Review</b>	To maintain a complete record in the event of any legal claims	
PY3.2	Bills of quantity	Project documentation	Electronic/hard copy  Relevant project team	Commercial Development; LU; Surface Transport	Overriding time limit for negligence actions not involving personal injuries - fifteen years from the last date of any act of, or omission causing, alleged negligence and to which the damage in respect of which damages are claimed is alleged to be attributable <a href="#">Limitation Act 1980 s. 14B</a>	<b>Disposal of asset</b>	<b>16 years</b>	<b>Review</b>	To maintain a complete record in the event of any legal claims	

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PY3.3	Tenders: rejected	Project documentation	Electronic/hard copy  Relevant project team	Commercial Development; LU; Surface Transport	Documentation shall be kept for a period of at least 3 years from the date of award of contract  <a href="#">Public Contracts Regulations 2015 s.84</a>	<b>Contract awarded</b>	<b>3 years</b>	<b>Destroy</b>	To maintain a complete record in the event of any legal claims	
PY3.4	Tenders: successful	Project documentation	Electronic/hard copy  Relevant project team	Commercial Development; LU; Surface Transport	Overriding time limit for negligence actions not involving personal injuries - fifteen years from the last date of any act of, or omission causing, alleged negligence and to which the damage in respect of which damages are claimed is alleged to be attributable  <a href="#">Limitation Act 1980 s. 14B</a>	<b>Disposal of asset</b>	<b>16 years</b>	<b>Review</b>	To maintain a complete record in the event of any legal claims	

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PY3.5	Agreements with contractors or consultants	Project documentation	Electronic/hard copy  Relevant project team	Commercial Development; LU; Surface Transport	Overriding time limit for negligence actions not involving personal injuries - fifteen years from the last date of any act of, or omission causing, alleged negligence and to which the damage in respect of which damages are claimed is alleged to be attributable  <a href="#">Limitation Act 1980 s. 14B</a>	<b>Disposal of asset</b>	<b>16 years</b>	<b>Review</b>	To maintain a complete record in the event of any legal claims	
PY3.6	Surveys and inspections	Project documentation	Electronic/hard copy  Relevant project team	Commercial Development; LU; Surface Transport	Overriding time limit for negligence actions not involving personal injuries - fifteen years from the last date of any act of, or omission causing, alleged negligence and to which the damage in respect of which damages are claimed is alleged to be attributable  <a href="#">Limitation Act 1980 s. 14B</a>	<b>Disposal of asset</b>	<b>16 years</b>	<b>Review</b>	To maintain a complete record in the event of any legal claims	

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PY3.7	Publicity literature eg official openings, dedications	Project documentation	Electronic/hard copy  Relevant project team	Commercial Development; LU; Surface Transport	-	<b>Completion of project</b>	-	<b>Retain one format permanently – offer to TfL Corporate Archives for permanent retention</b>	Historical value	
PY3.8	Health and safety file	Requirement under <a href="#">The Construction (Design and Management Regulations) 2015 s.4</a>	Electronic/hard copy  Relevant project team	Commercial Development; LU; Surface Transport	Where a client disposes of his entire interest in the structure they should deliver the file to the person who acquires it  <a href="#">The Construction (Design and Management Regulations) 2015 s.4(7)</a>	<b>Disposal of asset</b>	-	<b>Transfer to new asset owner</b>		
PY3.9	Feasibility studies, preliminary designs and other proposals not implemented	Project documentation	Includes Computer Aided Design (CAD) drawings  Relevant project team	Commercial Development; LU; Surface Transport	-	<b>Decision taken</b>	<b>2 years</b>	<b>Review</b>	May have value for future projects	
<b>PY4. New buildings and structures or improvements reporting</b>										
PY4.1	Architectural reports	Reporting	Electronic/hard copy  Relevant project team	Commercial Development; LU; Surface Transport	-	<b>Disposal of asset</b>	<b>16 years</b>	<b>Review</b>	To maintain a complete record in the event of any legal claims	

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PY4.2	Structural engineering, mechanical and electrical engineering and drainage services reports	Reporting	Electronic/hard copy  Relevant project team	Commercial Development; LU; Surface Transport	Overriding time limit for negligence actions not involving personal injuries - fifteen years from the last date of any act of, or omission causing, alleged negligence and to which the damage in respect of which damages are claimed is alleged to be attributable  <a href="#">Limitation Act 1980 s. 14B</a>	<b>Disposal of asset</b>	<b>16 years</b>	<b>Review</b>	To maintain a complete record in the event of any legal claims	
PY4.3	Building condition surveys	Reporting	Electronic/hard copy  Relevant project team	Commercial Development; LU; Surface Transport	-	<b>Issue of survey</b>	<b>16 years</b>	<b>Review</b>	To maintain a complete record in the event of any legal claims	
PY4.4	Inspections	Reporting	Electronic/hard copy  Relevant project team	Commercial Development; LU; Surface Transport	-	<b>Date of inspection</b>	<b>40 years</b>	<b>Review</b>	To tie in with retention of individuals' health records relating to exposure to asbestos	
PY4.5	Quadrennial inspections	Reporting	Electronic/hard copy  Relevant project team	Commercial Development; LU; Surface Transport	-	<b>Disposal of asset</b>	<b>16 years</b>	<b>Review</b>	To maintain a complete record in the event of any legal claims	
PY4.6	Fire precautions and services	Reporting	Electronic/hard copy  Relevant project team	Commercial Development; LU; Surface Transport	-	<b>Disposal of asset</b>	<b>16 years</b>	<b>Review</b>	To maintain a complete record in the event of any legal claims	

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PY4.7	Reports on timber structures	Reporting	Electronic/hard copy  Relevant project team	Commercial Development; LU; Surface Transport	-	<b>Disposal of asset</b>	<b>16 years</b>	<b>Review</b>	To maintain a complete record in the event of any legal claims	
PY4.8	Conservation reports (historic and listed buildings)	Reporting	Electronic/hard copy  Relevant project team	Commercial Development; LU; Surface Transport	-	<b>Disposal of asset</b>	<b>16 years</b>	<b>Review – may be appropriate to offer to TfL Corporate Archives to determine historical value</b>	To maintain a complete record in the event of any legal claims	
PY4.9	Site surveys	Reporting	Electronic/hard copy  Relevant project team	Commercial Development; LU; Surface Transport	-	<b>Disposal of asset</b>	<b>16 years</b>	<b>Review – may be appropriate to offer to TfL Corporate Archives to determine historical value</b>	To maintain a complete record in the event of any legal claims	
PY4.10	Archaeological records relating to buildings	Reporting	Electronic/hard copy  Relevant project team	Commercial Development; LU; Surface Transport	-	<b>Disposal of asset</b>	<b>16 years</b>	<b>Retain permanently – offer to TfL Corporate Archives for permanent retention</b>	To maintain a complete record in the event of any legal claims	
<b>PY5. Property assets management</b>										
PY5.1	Assets registers	Recording property assets	Electronic/hard copy	Commercial Development; LU; Surface Transport	Lifetime of asset + 12 years <a href="#">Limitation Act 1980 s.8</a>	<b>Asset sold or transferred</b>	<b>13 years</b>	<b>Destroy</b>	To maintain a complete record in the event of any legal claims	
PY5.2	Consolidated current asset reports	Recording property assets	Electronic/hard copy	Commercial Development	Lifetime of asset + 12 years <a href="#">Limitation Act 1980 s.8</a>	<b>Asset sold or transferred</b>	<b>13 years</b>	<b>Destroy</b>	To maintain a complete record in the event of any legal claims	
PY5.3	Particulars of sale or transfer of asset	Recording property assets	Electronic/hard copy	Commercial Development	Lifetime of asset + 12 years <a href="#">Limitation Act 1980 s.8</a>	<b>Asset sold or transferred</b>	<b>13 years</b>	<b>Destroy</b>	To maintain a complete record in the event of any legal claims	
PY5.4	Land records - allocation	Recording property assets	Electronic	Commercial Development	-	<b>Release of land for other purposes</b>	-	<b>Destroy</b>	<a href="#">TNA Retention Scheduling guideline no.6: Project records</a>	

*Destruction of records should be suspended if it becomes apparent that there is any possibility of anticipated litigation or regulatory investigation. Deliberate destruction of relevant records in such cases could involve the criminal offence of obstructing or perverting the course of justice. A court is also likely to draw adverse inferences from such an exercise and it is unlikely that a court would be satisfied with any explanation for deliberate record destruction after the commencement of proceedings*

**TfL information and records disposal schedule: Property and Assets** (last updated 12 March 2018: version 4.0)

Item no.	Item description	Purpose	Format/medium and location (where identified)	Administrative responsibility (where identified)	Statutory/regulatory/recommended minimum retention period and authority	Trigger (ie event that prompts the start of the TfL retention period)	TfL retention period	Disposal action (ie action taken at the end of the TfL retention period)	TfL business requirement/external best practice recommendation	Additional information
PY5.5	Land records - procurement or disposal	Recording property assets	Electronic	Commercial Development	-	<b>Date of disposal</b>	<b>13 years</b>	<b>Destroy</b>	To maintain a complete record in the event of any legal claims	
<b>PY6. Property maintenance</b>										
PY6.1	Maintenance contracts and related documentation	Recording property maintenance	Electronic/hard copy	Commercial Development; LU; Surface Transport	Expiry of contract + 6 years or 12 years if executed as a deed <a href="#">Limitation Act 1980 s.5, s.8</a>	<b>Expiration of contract</b>	<b>7 or 13 years</b>	<b>Destroy</b>	To maintain a complete contractual record in the event of any legal claims	
PY6.2	Maintenance schedules and programmes	Recording property maintenance	Electronic/hard copy	Commercial Development; LU; Surface Transport	Overriding time limit for negligence actions not involving personal injuries - fifteen years from the last date of any act of, or omission causing, alleged negligence and to which the damage in respect of which damages are claimed is alleged to be attributable <a href="#">Limitation Act 1980 s. 14B</a>	<b>Programme or schedule superseded</b>	<b>16 years</b>	<b>Review</b>	To maintain a complete record in the event of any legal claims	

*Destruction of records should be suspended if it becomes apparent that there is any possibility of anticipated litigation or regulatory investigation. Deliberate destruction of relevant records in such cases could involve the criminal offence of obstructing or perverting the course of justice. A court is also likely to draw adverse inferences from such an exercise and it is unlikely that a court would be satisfied with any explanation for deliberate record destruction after the commencement of proceedings*



**TfL information and records disposal schedule: Property and Assets** (last updated 12 March 2018: version 4.0)

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PY6.3	Maintenance log	Recording property maintenance	Electronic/hard copy	LU; Surface Transport	Overriding time limit for negligence actions not involving personal injuries - fifteen years from the last date of any act of, or omission causing, alleged negligence and to which the damage in respect of which damages are claimed is alleged to be attributable <a href="#">Limitation Act 1980 s. 14B</a>	<b>Final entry</b>	<b>16 years</b>	<b>Destroy</b>	To maintain a complete record in the event of any legal claims	
PY6.4	Installation surveys (plant and equipment)	Recording property maintenance	Electronic/hard copy	LU; Surface Transport	Overriding time limit for negligence actions not involving personal injuries - fifteen years from the last date of any act of, or omission causing, alleged negligence and to which the damage in respect of which damages are claimed is alleged to be attributable <a href="#">Limitation Act 1980 s. 14B</a>	<b>Date of survey</b>	<b>16 years</b>	<b>Review</b>	To maintain a complete record in the event of any legal claims	
PY6.5	Maintenance and operational manuals	Recording property maintenance	Electronic/hard copy	LU; Surface Transport	-	<b>Equipment disposed of or transferred to new owner</b>	-	<b>Destroy</b>	<a href="#">TNA: Retention Scheduling guideline no.1 Buildings Records</a>	

*Destruction of records should be suspended if it becomes apparent that there is any possibility of anticipated litigation or regulatory investigation. Deliberate destruction of relevant records in such cases could involve the criminal offence of obstructing or perverting the course of justice. A court is also likely to draw adverse inferences from such an exercise and it is unlikely that a court would be satisfied with any explanation for deliberate record destruction after the commencement of proceedings*

**TfL information and records disposal schedule: Property and Assets** (last updated 12 March 2018: version 4.0)

Item no.	Item description	Purpose	Format/medium and location (where identified)	Administrative responsibility (where identified)	Statutory/regulatory/recommended minimum retention period and authority	Trigger (ie event that prompts the start of the TfL retention period)	TfL retention period	Disposal action (ie action taken at the end of the TfL retention period)	TfL business requirement/external best practice recommendation	Additional information
PY6.6	Health and safety inspection report	Recording property maintenance	Electronic/hard copy	LU; Surface Transport	-	<b>Date of issue</b>	<b>12 years</b>	<b>Review</b>	<a href="#">TNA: Retention Scheduling guideline no.1 Buildings Records</a>	
PY6.7	Asbestos register	<a href="#">Requirement under the Control of Asbestos Regulations 2012 s.7(2)</a>	Electronic/hard copy	LU; Surface Transport	-	<b>Last entry</b>	<b>40 years</b>	<b>Review</b>	To tie in with retention of individuals' health records relating to exposure to asbestos	For further details on the management of other records relating to health and safety see the <a href="#">Health and Safety</a> disposal schedule
PY6.8	Plant and equipment condition surveys	Recording property maintenance	Electronic/hard copy	LU; Surface Transport	-	<b>Date of survey</b>	<b>10 years</b>	<b>Review</b>	<a href="#">TNA: Retention Scheduling guideline no.1 Buildings Records</a>	
PY6.9	Meetings with contractors: agenda, minutes and papers	Recording property maintenance	Electronic/hard copy	LU; Surface Transport	-	<b>Date of meeting</b>	<b>16 years</b>	<b>Review</b>	To maintain a complete record in the event of any legal claims	

**PY7. Operational asset management and maintenance**

This section is currently under development and will be added to a future version of the schedule. In the meantime if you have any queries in regards to the management of operational asset management and maintenance information and records email [recordsmanagement@tfl.gov.uk](mailto:recordsmanagement@tfl.gov.uk)