

**UK Film Council Record Retention Policy  
LOTTERY FUNDED PROGRAMMES**

<b>Type</b>	<b>Description</b>	<b>Retention</b>	<b>Responsible Dept</b>
<b>Decision- making body</b>	PFC/TFC/DFC meetings – Agendas, Minutes & Papers	Indefinitely	Production Finance/Business Affairs
<b>Application Material (General)</b>	Application Form, Guidelines	Indefinitely	Business Affairs
<b>Awarded Projects</b>	Application form and all material/documentation relating to application	7 Years	Fund
	Scripts (Development Fund only)	Indefinitely	Fund/Business Affairs
	Assessment Records including internal assessment notes, Reader Reports	7 Years	Fund
	Shooting Script	7 Years (copy. Original sent to NFTVA)	Fund/Production Finance
	Rushes	2 Years	Fund
	Tapes of Edits	2 Years	Fund
	Sound Track	7 Years	Production Finance
	Crew Information	7 Years	Production Finance
	Contracts (including copies of scripts (original & revised))	Indefinitely	Business Affairs
	Call Sheets, Cost Reports, Schedules, Budgets, Production Correspondence	1 year from delivery	Production Finance
	Final Budget, Final Costs Reports, PFC Forms (copies only), Recoupment Schedule, Finance Plan, Estimates, Invoices	7 years	Production Finance/Fund
	Recoupment Files: Original Projections, Recent Royalty Statements, Distribution Statements, Collection Agents	Indefinitely	Production Finance
	Press Release/Statement	7 Years	Communications
	Monitoring Reports (Financial)	7 Years	Production Finance
	Monitoring Reports (Non-Financial)	7 Years	Finance (Monitoring)

<b>Rejected Applications</b>	Original Script or tape	2 Years or immediately on rejection returned to applicant if requested and at their cost	Fund
	Application form & related material	2 Years	Fund
	Assessment Records	2 Years	Fund
	Readers Reports	7 years	Fund

Notes:

1. These policies apply to both electronic and paper documents.
2. The date of destruction of the records must be recorded in GIFTS against the Application Reference number (GIFTS URN).