

## RETENTION SCHEDULE\*

Document	Retention Trigger	Retain For	Action	Retention Source
Papers relating to a legal enforcement case where action was taken	Case Closed	6 years	Review	Limitation Act 1980
Legal enforcement case where no action was taken	Case Closed	2 years	Destroy	Business need
Gathered Intelligence	Logged	6 years	Review	Business Need
Data Protection and Freedom of Information complaints	Case closed	2 years	Destroy	Business Need
Audits and Reports	Case Closed	6 years	Review	Business Need
Advisory visits and supporting audit documents	Case Closed	12 months	Destroy	Business Need
Breach of Data Protection Report – no action taken	Case Closed	2 Years	Destroy	Business Need
Information created in relation to new policies, guidelines and research. This information has been created internally to	Last Action	6 Years	Review	Business Need

guide decision making. This relates to any final drafts and significant supporting information				
<b>Document</b>	<b>Retention Trigger</b>	<b>Retain For</b>	<b>Action</b>	<b>Retention Source</b>
Engagement with significant stakeholders: This will include government departments, large companies and charities as well as international work.	Last Action	6 Years	Review	Business Need
Engagement with less significant stakeholders: Advice provided to smaller organisations with the advice only effecting small numbers.	Last Action	3 Years	Review	Business Need
Data Privacy Impact Assessments	Last Communication	6 Years	Review	Business Need
Information Requests	Last Action	2 Years	Destroy	Business Need
Internal Committees and Groups Minutes	Minutes Agreed	6 years	Review	Business Need
Organisation wide Corporate Plans, Policies, Business Continuity, Risk Management and Strategies	Superseded	3 years	Review	Business Need

Health and Safety Inspections, Property Management and Asset Records	Last Action	7 years	Review	The National Archives Retention Scheduling: Departmental Accounts, Health and Safety at Work Act 1974 and supporting Regulations, Limitation Act 1980
Documents relating to IT system integral to their running and long term use	End of System Life	3 Years	Review	Business Need
Records and Information Management	Last Action	3 Years	Review	Business Need
Document	Retention Trigger	Retain For	Action	Retention Source
IT Infrastructure	Last Action	3 Years	Review	Business Need
Projects and Corporate Programmes	Last Action	3 Years	Review	Business Need
Building Reports, Risk Assets, Helpdesk and Security Reports	Last Action	3 years	Review	Limitation Act 1980
IT Back ups	Last Action	3 months	Destroy	Business Need
CCTV	Last Action	1 month	Destroy	ICO CCTV Policy
Reception Sign in Book	End of Year	2 year	Destroy	Business Need
Financial Information	End of Financial Year	7 years	Destroy	HM Treasury guidelines, National Audit Office advice, Companies Act 2006

Payroll Reports	End of Financial Year	7 Years	Destroy	HM Treasury guidelines, National Audit Office advice, Companies Act 2006
Employee Files and Personal Development Records	End of Employment	3 years	Destroy	The National Archives Retention Scheduling: Employee Personnel Records and CPID
Disciplinary and Grievance, Examination and Testing, Accident and Ill Health	Last Action	7 years	Destroy	Limitation Act 1980
Job Descriptions and Terms & Conditions	Last Action	6 years	Destroy	Limitation Act 1980
Industrial Relations	Last Action	6 years	Destroy	Limitation Act 1980
<b>Document</b>	<b>Retention Trigger</b>	<b>Retain For</b>	<b>Action</b>	<b>Retention Source</b>
Payroll Sheets	End of Financial Year	7 years	Destroy	HM Treasury guidelines, National Audit Office advice, Companies Act 2006
Maternity, Paternity, Adoption and Sick Leave	End of Financial Year after return	3 years	Destroy	Statutory Sick Pay (General) Regulations 1982, Statutory Maternity Pay, (General) Regulations 1986, Statutory Paternity and Statutory Adoption Pay (Administration) Regulations 2002

Successful Recruitment Candidate Information <i>(including third party referee details provided by the applicant)</i>	End of Employment	6 months	Destroy	The National Archives Retention Scheduling: Employee Personnel Records and CPID
Unsuccessful Recruitment Candidate Information <i>(including third party referee details provided by the applicant)</i>	Last Action	6 months	Review	Limitation Act 1980
Staff Pension, Pay History, and Termination Reasons	End of Employment	100 years	Destroy	The National Archives Retention Scheduling: Employee Personnel Records
Health Surveillance – ongoing health checks required by law for those working in hazardous conditions.	Last Action	40 years	Destroy	Health and Safety at Work Act 1974
Third party emergency contact details provided by the staff member	End of Employment	Immediate	Destroy	Business Need, GDPR
<b>Document</b>	<b>Retention Trigger</b>	<b>Retain For</b>	<b>Action</b>	<b>Retention Source</b>
Equality and Diversity Published Information	Last Action	6 years	Review	Public Sector Equality Duty
Market Research Reports, Press Releases, Campaigns and Projects, Informer and Image Banks	Last Action	6 years	Review	Business Need

Staff Events and Briefings, Public Engagement and Political Monitoring	Last Action	3 years	Review	Business Need
Communications with Journalists	12 months after creation	12 months	Destroy	Business Need
Policy Legal and Legal Advice	Last Action	6 year	Review	Limitation Act 1980
Contracts	End of Contract	3 years	Review	The National Archives Retention Scheduling: Contractual Records
Building Contracts and Leases	End of Contract	12 years	Review	Limitation Act 1980
Staff Mailboxes and Outlook	Creation	12 months	Destroy	Business Need
Physical Correspondence	Once Scanned	6 months	Destroy	Business Need
Unified Communications Instant Messages	Creation	7 days	Destroy	Business Need
Text Messages	Creation	7 days	Destroy	Business Need
<b>Document</b>	<b>Retention Trigger</b>	<b>Retain For</b>	<b>Action</b>	<b>Retention Source</b>
Live Chat Transcriptions	Creation	2 years	Destroy	Business Need
Calling Line Identification	Creation	90 Days	Destroy	Business Need

Significant Draft Versions: <i>The draft versions of policies, advice and guidelines for significant areas of work</i>	Last Action	3 years	Review	Business Need
Less Significant Draft Versions: <i>General drafts of documents created for less significant work</i>	Last Action	12 months	Review	Business Need
Internal Audits	Creation	3 years	Destroy	Business Need
Templates, Procedures, Team Information and Team Meetings	Last Action	3 years	Review	Business Need
Annually Renewed Documents	End of Financial Year	3 years	Review	Business Need
Department Logs and Registers	Last Action	12 months	Review	Business Need
Team Administration	Creation	3 years	Review	Business Need
Management Information	End of Financial Year	7 years	Review	Business Need
<b>Document</b>	<b>Retention Trigger</b>	<b>Retain For</b>	<b>Action</b>	<b>Retention Source</b>

General Content Types (SharePoint, OneNote)	Last Action	Decide from: 12 months; 3 years or 6 years	Review	Business Need
Mobile device information for visitor Wi-Fi use	Creation	90 days	Destroy	Business Need
Publications and Material	Creation		Prepare for Transfer	The National Archives Collection Policy, Public Records Act 1958
Upper Tribunal Case and Court of Appeal	Case Closed		Prepare for Transfer	The National Archives Collection Policy, Public Records Act 1958
Interactions with key stakeholders in relation to interpreting Data Protection and Freedom of Information Act, Code of Practice relating to acts, legislative development and significant internal advice	Last Action		Prepare for Transfer	The National Archives Collection Policy, Public Records Act 1958
Personal Customer Data	Last Action	3 years	Destroy	Business Need
Tax Payments	End of Financial Year	7 years	Destroy	HM Treasury guidelines, National Audit Office advice, Companies Act 2006



26/11/2018

Critical Data including Tax and VAT	End of Financial Year	7 Years	Destroy	HM Treasury guidelines, National Audit Office advice, Companies Act 2006
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