

## Retention Schedule

Updated November 18

	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
<b>Corporate Governance</b>					
Information created in relation to new policies, guidelines and research. This information has been created internally to guide decision making. This relates to any final drafts and significant supporting information	Last Action	6 years	Review	Business Need	Managing Director
Memorandum of Understanding / Non-disclosure Agreement	End of Understanding/Agreement	6 years	Destroy	Business Need	Managing Director
Internal meeting minutes	Minutes Agreed	6 years	Review	Business Need	Managing Director
Organisation wide Corporate Plans, Business Continuity, Risk Management and Strategies	Superseded	3 years	Review	Business Need	Managing Director
<b>Corporate Functions</b>					
Health and Safety Inspections, Property Management and Asset Records	Last Action	6 years	Review	The National Archives Retention Scheduling: Departmental Accounts, Health and Safety at Work Act 1974 and supporting Regulations, Limitation Act 1980,	General Manager
Documents relating to IT system integral to their running and long-term use	End of System Life	3 years	Review	Business Need	General Manager
Records and Information Management	Last Action	3 years	Review	Business Need	General Manager
Information Security	Last Action	6 years	Review	Business Need	General Manager
Information Requests ( <i>Under DPA 2018 Individual Rights</i> )	Case Closed	2 years	Destroy	Business Need	General Manager
Projects and Corporate Programmes	Last Action	3 years	Review	Business Need	General Manager

Building Reports, Risk Assets,	Last Action	3 years	Review	Limitation Act 1980	General Manager
IT Back ups	Last Action	3 months	Destroy	Business Need	General Manager
System Audit Logs	Last Action	12 months	Destroy	Business Need	General Manager
CCTV	Last Action	1 month	Destroy	ICO CCTV Policy	General Manager
Reception Sign in Book	End of Year	2 year	Destroy	Business Need	General Manager
Google Analytics Reports	Last Action	38 months	Destroy	Business Need	General Manager

## Finance

Financial Information	End of Financial Year	6 years	Destroy	HM Treasury guidelines, National Audit Office advice, Companies Act 2006	Managing Director
Payroll Reports	End of Financial Year	6 years	Destroy	HM Treasury guidelines, National Audit Office advice, Companies Act 2006	Managing Director

## Human Resources

Employee Files and Personal Development Records	End of Employment	6 years	Destroy	The National Archives Retention Scheduling: Employee Personnel Records and CPID	Managing Director
Disciplinary and Grievance, Examination and Testing, Accident and Ill Health	Last Action	6 years	Destroy	Limitation Act 1980	Managing Director
Job Descriptions and Terms & Conditions	Last Action	6 years	Destroy	Limitation Act 1980	Managing Director

Training Material	Superseded	6 years	Destroy	Limitation Act 1980	Managing Director
Political Declarations	Superseded or End of Employment	6 years	Destroy	The National Archives Retention Scheduling: Employee Personnel Records and CPID	Managing Director
Industrial Relations	Last Action	6 years	Destroy	Limitation Act 1980	Managing Director
Payroll Sheets	End of Financial Year	6 years	Destroy	HM Treasury guidelines, National Audit Office advice, Companies Act 2006	Managing Director
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	Managing Director
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	Managing Director
Unsuccessful Recruitment Candidate Information <i>(including third party referee details provided by the applicant)</i>	Last Action	6 months	Destroy	Limitation Act 1980	Managing Director
Staff Pension, Pay History, and Termination Reasons	From DOB	100 years	Destroy	The National Archives Retention Scheduling: Employee Personnel Records	Managing Director
Health Surveillance	Last Action	40 years	Destroy	Health and Safety at Work Act 1974	Managing Director

	Third party emergency contact details provided by the staff member	End of Employment	Immediate	Destroy	Business Need, GDPR	Managing Director
	Equality and Diversity Published Information	Last Action	6 years	Review	Public Sector Equality Duty	Managing Director
<b>Corporate Communications and Marketing</b>						
	Market Research, Press Releases, Campaigns	Last Action	6 years	Review	Business Need	General Manager
	Staff Events and Briefings, Public Engagement	Last Action	3 years	Review	Business Need	
<b>Legal</b>						
	Policy Legal and Legal Advice	Last Action	6 year	Review	Limitation Act 1980	General Manager
	Contracts	End of Contract	6 years	Review	The National Archives Retention Scheduling: Contractual Records	
	Unsuccessful Tenders	Last Action	400 Days	Review	The National Archives Retention Scheduling: Contractual Records	
	Building Contracts and Leases	End of Contract	12 years	Review	Limitation Act 1980	
<b>Communication Activities</b> General Manager						
	Staff Mailboxes and Outlook	Creation	12 months	Destroy	Business Need	General Manager
	Physical Correspondents	Once Scanned	6 months	Destroy	Business Need	
	Unified Comms Instant Messages	Creation	7 days	Destroy	Business Need	
	Other Instant Messages	Creation		Destroy	Business Need	
	Text Messages	Creation		Destroy	Business Need	
	Calling Line Identification	Creation	90 Days	Destroy	Business Need	