

Retention Schedule**Updated December 2024**

	Retention Trigger	Retain For	Action	Retention Source
--	--------------------------	-------------------	---------------	-------------------------

Regulatory

Audit Reports	Case Closed	6 Years	Review	Business Need
Advisory Visits and supporting audit documents	Case Close	6 Years	Review	Business Need

Internal Regulatory Activities

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
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------	---------	--------	---------------

Corporate Functions

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,
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	4 Years	Review	Business Need

IT Infrastructure	Last Action	4 Years	Review	Business Need
Information Security	Last Action	6 Years	Review	Business Need
Information Requests	Case Closed	2 Years	Review	Business Need
Projects and Corporate Programmes	Last Action	2 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	12 Months	Destroy	Business Need
System Audit Logs	Last Action	12 Months	Destroy	Business Need
Reception Sign in Book	Last Action	2 Years	Destroy	Business Need
Google Analytics Reports	Last Action	38 Months	Destroy	Business Need

Finance

Financial Information	End of Financial Year	7 Years	Destroy	HM Treasury guidelines, National Audit Office advice, Companies Act 2006
Payroll Information	End of Financial Year	7 Years	Destroy	HM Treasury guidelines, National Audit Office advice, Companies Act 2006
Annually Renewed Documents	End of Financial Year	3 Years	Review	Business Need

Human Resources

Employee Files and Personal Development Records	End of Employment	7 Years	Review	The National Archives Retention Scheduling: Employee Personnel Records and CPID
Disciplinary and Grievance, Examination and Testing, Accident and Ill Health	Last Action	7 Years	Review	Limitation Act 1980
Job Descriptions and Terms & Conditions	Last Action	7 Years	Review	Limitation Act 1980
Training Material	Last Action	7 Years	Review	Limitation Act 1980
Payroll Sheets	End of Financial Year	7 Years	Review	Limitation Act 1980
Maternity, Paternity, Adoption and Sick Leave	End of Financial Yea	4 Years	Review	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 (including third party referee details provided by the applicant)	End of Employment	12 Months	Review	Limitation Act 1980
Unsuccessful Recruitment Candidate Information (including third party referee details provided by the applicant)	Last Action	12 Months	Destroy	Limitation Act 1980
Staff Pension, Pay History, and Termination Reasons	From DOB	100 Years	Destroy	The National Archives Retention Scheduling: Employee Personnel Records
Health Surveillance	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
Equality and Diversity Published Information	Last Action	6 Years	Review	Public Sector and Equality Duty

Corporate Communications and Marketing

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	Last Action	6 Years	Review	Business Need
Communications with Journalists	12 months after creation	12 Months	Destroy	Business Need
Requests for Publications	Creation	8 weeks	Destroy	Business Need

Legal

Contracts	End of Contract	7 Years	Review	The National Archives Retention Scheduling: Contractual Records
Building Contracts and Leases	End of Contract	15 Years	Reviews	Limitation Act 1980
Application and proposal forms	End of Contract	7 Years	Review	The National Archives Retention Scheduling: Contractual Records; Business Need
Unsuccessful application and proposal forms	Date Received	2 Years	Destroy	Business Need

Communication Activities

Staff Mailboxes and Outlook	Creation	2 Years	Review	Business Need
Physical Correspondents	Creation	2 Years	Review	Business Need
Internal Email Mailboxes	Creation	12 Months	Review	Business Need
Customer Email Boxes	Creation	12 Months	Review	Business Need
External Email Mailboxes	Creation	12 Months	Review	Business Need
Other Instant Messages	Creation	12 Months	Review	Business Need
Text Messages	Creation	12 Months	Review	Business Need
Live Chat Transcriptions	Creation	2 Years	Review	Business Need
Photographs / Videos	Creation	2 Years	Review	Business Need

Organisation Wide

Internal Audits	Creation	4 Years	Destroy	Business Need
Templates, Procedures, Team Information and Team Meetings	Last Action	4 Years	Review	Business Need
Department Logs and Registers	Last Action	12 Months	Review	Business Need
Team Administration	Creation	4 Years	Review	Business Need
Management Information	Creation	10 Years	Review	Business Need
Mobile device information for visitor Wi-Fi use	Creation	90 Days	Destroy	Business Need