

ALLIANCE LEARNING DOCUMENT RETENTION SCHEDULE (Updated 28/6/18)

	Retention Trigger	Retain for	Action	Retention Source	Information Asset Owner
Regulatory					
Appeals Information Tribunal	Case closed	6 years	Destroy	Limitation Act 1980	
All criminal enforcement case	Case closed	6 years	Destroy	Limitation Act 1980	
Data Protection and Complaints	Case closed	6 years	Destroy	Business Need	
Audit reports	Case closed	6 years	Review	Business Need	
Advisory Visits/Supporting documents	Case closed	12 month	Destroy	Business Need	
Data protection fee information	Case closed	2 years	Destroy	Business Need	
Breach Report	Case closed	6 years	Destroy	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	
Stakeholder Engagement					
First line advice services	Case closed	2 years	Destroy	Business Need	
Engagement with significant stakeholders: including government departments, large companies and charities as well as international work.	Last action	3 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	
Guidance for external use	Superseded	6 years	Review	Business Need	
Data privacy impact assessments	Last communication	6 years	Review	Business Need	
Finalised binding corporate rules	End of contract	6 years	Review	GDPR (Article 47(2)(k))	
BCR Initial Assessment supporting documents	National authorisation	2 years	Review	Business Need	
BCR point of contact and legal representation details	After each annual update	12 months	Destroy	Business Need	
Consultations: the ICO gathers information externally through an open consultation in relation to a policy they are developing.	Policy published	As soon as policy published	Destroy	Business Need	
Information requests including MP requests	Last action	2 years	Destroy	Business Need	

Corporate Governance					
Memorandum and understanding	End of understanding	6 years	Destroy	Business Need	
Internal committees and group minutes	Minutes agreed	6 years	Review	Business Need	
Commissioner's delegated authority, briefings, decision notes and legal advice	End of Commissioner's term	6 years	Review	Business Need	
Corporate governance support	Last action	3 years		Business Need	
Organisation wide corporate plans, policies, business continuity, risk management and strategies	Superseded	3 years	Review	Business Need	
Elected members correspondence to the commissioner	End of commissioner's term	3 years	Review	Business Need	
Corporate roles and responsibilities	Superseded	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 & 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	
IT infrastructure	Last action	3 years	Review	Business Need	
Information security	Last action	6 years	Review	Business Need	
Information requests (including MP requests not dealt with directly by the Commissioner)	Case closed	2 years	Destroy	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	
System audit logs	Last action	12 months	Destroy	Business Need	
CCTV	Last action	1 month	Destroy	Business Need	
Reception sign in book	End of year	2 years	Destroy	Business Need	
Google analytics reports	Last action	38 months	Destroy	Business Need	

Finance					
Financial information	End of financial year	6 years	Destroy	The National Archives Retention Scheduling: Employee Personnel Records and CIPD	
Payroll Capital Reports	End of financial year	6 years	Destroy	HM Treasury guidelines, National Audit Office advice, Companies Act 2006	
Human Resources					
Employees files and personal development records	End of employment	6 years	Destroy	The National Archives Retention Scheduling: Employee Personnel Records and CIPD	
Disciplinary and grievance, examination and testing, accident and ill health	Last action	6 years	Destroy	Limitation Act 1980	
Job descriptions and terms and conditions	Last action	6 years	Destroy	Limitation Act 1980	
Training material	Superseded	6 years	Destroy	Limitation Act 1980	
Political declarations	Superseded or end of employment	6 years	Destroy	The National Archives Retention Scheduling: Employee Personnel Records and CIPD	
Industrial relations	Last action	6 years	Destroy	Limitation Act 1980	
Payroll sheets	End of financial year	6 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 (including 3 rd party referee details provided by the applicant)	End of employment	6 months	Destroy	The National Archives Retention Scheduling: Employee Personnel Records and CIPD	
Unsuccessful recruitment candidate information (including 3 rd party referee details provided by the applicant)	Last action	6 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 and CIPD	
Health surveillance	Last action	40 years	Destroy	Health & Safety At Work Act 1974	
Third party emergency contact details provided by the staff member	End of employment	Immediate	Destroy	Business Need	
Equality and diversity published information	Last action	6 years	Review	Public Sector 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 and political monitoring	Last action	3 years	Review	Business Need	
Conference delegate lists	Last action	400 days	Destroy	Business Need	
Webinar registration	Webinar completed	1 month	Destroy	Business Need	
Journalist information	Request of the journalist to remove their information	Instant once requested	Destroy	Business Need	
Communication with journalists	12 months after creation	12 months	Destroy	Business Need	
Requests for publications	Creation	4 weeks	Destroy	Business Need	
Legal					
Policy legal and legal advice	Last action	6 years	Review	Limitation Act 1980	
Enforcement legal cases	Case closed	6 years	Review	Business Need	
Contracts & Service Level Agreements	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	
Communication Activities					
Staff mailboxes and Outlook	Creation	12 months	Destroy	Business Need	
Physical Correspondence	Once scanned	6 months	Destroy	Business Need	
Internal email mailboxes	Creation	12 months	Destroy	Business Need	
Customer email boxes	Creation	12 months	Destroy	Business Need	
External email mailboxes	Creation	12 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	
Life chat transcriptions	Creation	2 years	Destroy	Business Need	
Calling line identification	Creation	90 days	Destroy	Business Need	
Your data matters pledge	Creation	Email address: 1 month name and organisation: 12 months	Destroy	Business Need	

Organisation Wide

Significant draft versions: the draft versions of policies, advice and guidelines for significant areas of work	Last action	3 years	Review	Business Need	
Less significant draft versions: the draft versions of policies, advice and guidelines for significant areas of work	Last action	12 months	Review	Business Need	
Internal audits	Creation	3 years	Destroy	Business Need	
Internal guidance and lines to take	Creation		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	6 years	Review	Business Need	
General content types (SharePoint)	Last action	12 months 3 years 6 years	Review	Business Need	
Mobile device information for visitor Wi-Fi use	Creation	90 days	Destroy	Business Need	

Transfer to The National Archives

Information detailing what has been sent to the National Archives (not transferred)	Last action	6 years	Review	The National Archives Information Management Guidance	
Section 55 DPA and Section 77 FOI	Case closed		Prepare to transfer	The National Archives Collection Policy, Public Records Act 1958	
Publications and material	Creation		Prepare to transfer	The National Archives Collection Policy, Public Records Act 1958	
Management Board Minutes	Last action		Prepare to transfer	The National Archives Collection Policy, Public Records Act 1958	
Senior Leadership Team Minutes	Last action		Prepare to	The National Archives Collection	

			transfer	Policy, Public Records Act 1958	
Upper Tribunal Case and Court of Appeal	Case closed		Prepare to transfer	The National Archives Collection Policy, Public Records Act 1958	
ICO Constitution	Superseded		Prepare to transfer	The National Archives Collection Policy, Public Records Act 1958	
Office Wide Strategic Plans	Superseded		Prepare to transfer	The National Archives Collection Policy, Public Records Act 1958	
Department of Culture, Media and Sport	Last action		Prepare to transfer	The National Archives Collection Policy, Public Records Act 1958	
Delegated authority	Last action		Prepare to transfer	The National Archives Collection Policy, Public Records Act 1958	
Legal advice to Commissioner (where it is directly relevant to information rights policy)	Last action		Prepare to transfer	The National Archives Collection Policy, Public Records Act 1958	
High profile casework (further guidance provided)	Case closed		Prepare to transfer	The National Archives Collection Policy, Public Records Act 1958	
PECR Breach Logs	Superseded		Prepare to 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 to transfer	The National Archives Collection Policy, Public Records Act 1958	
Civil monetary penalty cases	Case closed		Prepare to transfer	The National Archives Collection Policy, Public Records Act 1958	