

Asset	Basic file description	Data Prod Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
Child Protection	Child Protection files	Yes	Education Act 2002, s175, "Safeguarding Children in Education" September 2004, Keeping Children Safe in Education (Department for Education)	DOB + 25 years	Secure Disposal
	Allegation of a child protection nature against a member of staff, including where the allegation is unfounded	Yes	Employment Practice Code: Supplementary Guidance 2.13.1 (Records of Disciplinary and Grievance)	Until the person's normal retirement age, or 10 years from the date of the allegation (whichever is the longer)	Secure Disposal
Governors	Minutes	No		Permanent	Retain in school for 6 years from date of meeting
	- Personal set (memo)	No		Permanent	Secure Disposal (if these minutes contain any sensitive personal information they should be shredded)
	- Inspection copies	No		Date of meeting + 3 years	Secure Disposal
	Agendas	No		Date of meeting	Secure Disposal
	Minutes	No		Date of report + 6 years	Retain in school for 6 years from date of meeting
	Annual General Meeting papers	No		Date of meeting + 6 years	Retain in school for 6 years from date of meeting
	Instruments of Government	No		Permanent	Retain in school while school is open
	Trusts and Endowments	No		Permanent	Retain in school while operationally required
	Action Plans	No		Date of action plan + 3 years	Secure Disposal
	Policy documents	No		Expiry of policy	Retain in school whilst policy is operational (this includes if the expired policy is part of a past decision making process)
Management	Complaints files	Yes		Date of resolution of complaint + 6 years	Retain in school for the first six years Review for further retention in the case of contentious disputes
	Annual Reports required by the Department for Education	No	Education (Governors Annual Reports) (England/Amendment) Regulations 2009 (SI 2009 No 1171)	Date of reports 10 years	SECURED/SP/OL/OUT/incomplaints
	Proposals for schools to become, or be established as Specialist Status schools	No			Current year + 3 years
	Minutes of the Senior Management Team and other internal administrative bodies	Yes		Date of last entry in the book + 6 years	Retain in the school for 6 years from the date of the last entry
	Records made by the head teacher or the management team	Yes		Date of report + 3 years	Retain in the school for 3 years from meeting
	Records made by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	Yes		Closure of file + 6 years	Secure Disposal
	Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	No		Date of correspondence + 3 years	Secure Disposal
	Professional development plans	Yes		Closure + 6 years	Secure Disposal
	School development plans	Yes		Closure + 6 years	Review
	Admissions - if the admission is successful	Yes		Admission + 1 year	Secure Disposal
Admissions - if the record is unsuccessful	Yes		Resolution of case + 1 year	Secure Disposal	
Admissions - Secondary Schools - Class	Yes		Current year + 1 year	Secure Disposal	
Proofs of address supplied to parents as part of the admissions process	Yes		Current year + 1 year	Secure Disposal	
Supplementary information form including additional information such as specialism, medical conditions etc.	Yes		Current year + 1 year	Secure Disposal	
Pupils	Admission Registers	Yes		Date of last entry in the book (or file)	Retain in the school for 6 years from the date of the last entry then consider transfer to the Archives
	Attendance registers	Yes		Date of register + 3 years	Secure Disposal (If these records are retained electronically any back up copies should be destroyed at the same time)
	Pupil Files Retained in Schools	Yes			
	- Primary			Retain for the time which the pupil remains at the primary school	Transfer to the secondary school (or other primary school) when the child leaves the school. In the case of exclusion it may be appropriate to transfer the record to the Pupil Referral Unit
	- Secondary		Limitation Act 1980	DOB of the pupil + 25 years *	Secure Disposal
	Pupil files	Yes			
	- Primary			Retain for the time which the pupil remains at the primary school	Transfer to the secondary school (or other primary school) when the child leaves the school. In the case of exclusion it may be appropriate to transfer the record to the Pupil Referral Unit
	- Secondary		Limitation Act 1980	DOB of the pupil + 25 years *	Secure Disposal
	Special Educational Needs files, reviews and Individual Education Plans			DOB of the pupil + 25 years the review NOTE: This retention period is the minimum period that any pupil file should be kept. Some authorities choose to keep SEN files for a longer period of time to defend themselves in future in the event of a subsequent education case. There is an element of business risk analysis involved in this decision.	Secure Disposal
	Correspondence Relating to Authorised Absence and Issues	No		Date of absence + 2 years	Secure Disposal
	Examination results	Yes		Year of examination + 6 years	Secure Disposal
	- Public	Yes		Current year + 6 years *	Secure Disposal
	- Internal examination results	Yes		Current year + 6 years *	Secure Disposal
	Any other records created in the course of contact with pupils	Yes/No		DOB of the pupil + 3 years	Retain to the end of 3 years and either allocate a further retention period or Secure Disposal
	Statement registered under The Education Act 1996 - Section 324	Yes	Special Educational Needs Disability Act 2001 Section 1	DOB + 20 years	SECURED/SP/OL/OUT/independent tribunals pending
	Proposed statement or amended statement	Yes	Special Educational Needs Disability Act 2001 Section 1	DOB + 20 years	SECURED/SP/OL/OUT/independent tribunals pending
	Advice and information to parents regarding educational needs	Yes	Special Educational Needs Disability Act 2001 Section 2	Closure + 12 years	SECURED/SP/OL/OUT/independent tribunals pending
	Accessibility Strategy	Yes	Special Educational Needs Disability Act 2001 Section 14	Closure + 12 years	SECURED/SP/OL/OUT/independent tribunals pending
	Parental permission slips for school trips - where there has been no major incident	Yes		Closure of the trip	Secure Disposal
	Parental permission slips for school trips - where there has been a major incident	Yes	Limitation Act 1980	DOB of the pupil involved in the incident + 25 years	Secure Disposal
Records created by schools to obtain approval to run an Educational Visit outside the Classroom - Primary Schools	No		3 part supplement to the Health & Safety of Pupils on Educational Visits (HASP/REV) (1998)	Date of visit + 14 years *	
Records created by schools to obtain approval to run an Educational Visit outside the Classroom - Secondary Schools	No		3 part supplement to the Health & Safety of Pupils on Educational Visits (HASP/REV) (1998)	Date of visit + 10 years	
Medical requests from home	Yes		Normal archiving period	Secure Disposal (if these records are retained electronically any back up copies should be destroyed at the same time)	
Walking Bus registers	Yes		Date of register + 3 years	The takes into account the fact that if there is an incident requiring an accident report the register will be submitted with the accident report and kept for the period of time required for accident reporting	
Curriculum	School Development Plan	No		Current year + 6 years	Secure Disposal
	Curriculum returns	No		Current year + 3 years	It may be appropriate to review these records at the end of each year and allocate a new retention period or Secure Disposal
	Schemes of work	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or Secure Disposal
	Timetable	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or Secure Disposal
	Class record books	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or Secure Disposal
	Mark Books	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or Secure Disposal
	Record of homework set	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or Secure Disposal
	Pupil's work	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or Secure Disposal
	Examination results	Yes		Current year + 6 years	Secure Disposal
	SATS records - Examination Papers and Results	Yes		Current year + 6 years	Secure Disposal
Personnel	Disciplinary records	Yes		Current year + 6 years	Secure Disposal
	Value Added & Progression Data	Yes		Current year + 6 years	Secure Disposal
	Self-Evaluation form	Yes		Current year + 6 years	Secure Disposal
	Financials - risk rate	Yes	Financial Regulations	Current year + 6 years	Secure Disposal
	Staff Personnel files	Yes		Termination + 6 years	Secure Disposal
	Interview notes and recruitment records	Yes		Reappointment + 10 months	Secure Disposal
	Pre-employment vetting information (including CRB checks)	No	CRB guidelines	Where the warning relates to child protection issues see 1.2. If the disciplinary proceedings relate to a child protection matter please contact your safeguarding children officer for further advice.	Date of check + 6 months
	Disciplinary proceedings:	Yes			
	- oral warning			Date of warning + 6 months	Secure Disposal 7
	- written warning - first one			Date of warning + 6 months	Secure Disposal
- written warning - second one			Date of warning + 12 months	Secure Disposal	
- final warning			Date of warning + 18 months	Secure Disposal	
- case not found				Secure Disposal	
Records relating to accidents/injury work	Yes		If child protection related please see 1.2 otherwise Secure Disposal immediately at the conclusion of the case	Secure Disposal	
Records relating to accident/injury work	Yes		Date of incident + 12 years In the case of serious accidents a further retention period will need to be applied	Secure Disposal	
Records relating to accident/injury work	No		Current year + 6 years	Secure Disposal	
Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1996 (SI 1996/1960), revised 1999 (SI 1999/567)	Last date of employment + 66 years	Secure Disposal	
Records held under Retirement Benefits Schemes (Information Powers) Regulations 1996	Yes		Current year + 3 yrs	Secure Disposal	
Proofs of identity collected as part of the process of checking 'portable/enhanced' CRB disclosure	Yes			Current year + 6 years	
Health & Safety	Accessibility Plans	No	Disability Discrimination Act	Current year + 6 years	Secure Disposal
	Accident Reporting	Yes	Social Security (Claims and Payments) Regulations 1979 Regulation 20, Social Security Administration Act 1992 (Section 25)	Date of incident + 7 years	Secure Disposal
	- Adults	Yes		DOB of child + 25 years A child may make a claim for negligence for 7 years from their 18th birthday. To ensure that all records are kept until the pupil reaches the age of 25 this retention period has been applied.	Secure Disposal
	- Children	Yes		Current year + 10 years (where appropriate an additional retention period may be allocated)	Secure Disposal
	COPIED	Yes		Current year + 20 years	Secure Disposal
	Police statements	Yes		Date of report + 1 year	Secure Disposal
	Risk Assessments	Yes		Current year + 3 years	Secure Disposal
	Processes of monitoring of areas where employees and persons are likely to have come in contact with asbestos	Yes		Last action + 40 years	Secure Disposal
	Processes of monitoring of areas where employees and persons are likely to have come in contact with radiation	Yes		Last action + 20 years	Secure Disposal
	Fire Precautions test books	Yes		Current year + 6 years	Secure Disposal
Administrative	Employer's liability certificate	Yes		Closure of the school + 40 years	Secure Disposal
	Insurance of equipment & furniture	Yes		Current year + 6 years	Secure Disposal
	General fire alarm	Yes		Current year + 3 years	Review to see whether a further retention period is required
	School brochure or prospectus	Yes		Current year + 3 years	Secure Disposal
	Contracts with service providers	Yes		Current year + 1 year	Review to see whether a further retention period is required
	Newsletters, e-newsletters	Yes		Current year + 1 year	Review to see whether a further retention period is required
	History book	Yes		Current year + 6 years	Review to see whether a further retention period is required
	PTA/Old Pupils Associations	Yes		Current year + 6 years	Review to see whether a further retention period is required
	Contracts of association	Yes		Current year + 6 years	Review to see whether a further retention period is required
	Letters and grants	Yes	Financial Regulations	Date of last payment on loan + 12 years	Review to see whether a further retention period is required
Finance	Contracts:				
	- under seal			Contract completion date + 12 years	Secure Disposal
	- under signature			Contract completion date + 6 years	Secure Disposal
	- mechanical records			Current year + 2 years	Secure Disposal
	Deeds			Current year + 2 years	Secure Disposal
	Budget records, budget monitoring etc.			Current year + 3 years	Secure Disposal
	Invoices, receipts and other records covered by the Financial Regulations		Financial Regulations	Current year + 6 years	Secure Disposal
	Annual Budget and background papers			Current year + 6 years	Secure Disposal
	Order books and requisitions			Current year + 6 years	Secure Disposal
	Delivery Documentation		Limitation Act 1980	Current year + 6 years	Secure Disposal
Debtors Records			Current year + 3 years	Secure Disposal	
School Fund - Cheque books			Current year + 6 years then review	Secure Disposal	
School Fund - Passes in books			Current year + 6 years then review	Secure Disposal	
School Fund - Ledger			Current year + 6 years then review	Secure Disposal	
School Fund - Receipts			Current year + 6 years then review	Secure Disposal	
School Fund - Bank statements			Current year + 6 years then review	Secure Disposal	
School Fund - School account books			Current year + 6 years then review	Secure Disposal	
Student award nominations			Current year + 3 years	Secure Disposal	
Free school meals nominators	Yes		Current year + 6 years	Secure Disposal	
Property	Party cash books			Current year + 6 years	Secure Disposal
	Title Deeds			Permanent	Permanent, these should follow the property unless the property has been registered at the Land Registry
	Plans			Permanent	Retain in school whilst operational
	Maintenance and contractors		Financial Regulations	Current year + 6 years	Secure Disposal
	Leases			Expiry of lease + 3 years	Secure Disposal
	Letters			Current year + 3 years	Secure Disposal
	Burial, theft and vandalism report forms			Current year + 6 years	Secure Disposal
	Maintenance log books			Current year + 5 years	Secure Disposal
	Contractors Reports			Current year + 6 years	Secure Disposal
	Contractors Transfer sheets (Penny)	Yes		Current year + 2 years	Secure Disposal
Local Authority	Attendance records	Yes		Current year + 1 year	Secure Disposal
	Circulars from LEA			Whilst required operationally	Review to see whether a further retention period is required
	LEA reports			These do not need to be kept any longer	Review to see whether a further retention period is required
	OFSTED reports and papers			Replace former report with any new inspection report	Review to see whether a further retention period is required
Central Government	Reports			Current year + 5 years	Secure Disposal
	Circulars from Department for Children, Schools and Families			Whilst operationally required	Review to see whether a further retention period is required
	School Meals			Current year + 3 years	Secure Disposal
	School Meals Summary Sheets			Current year + 3 years	Secure Disposal
Family Liaison Officers	Day books	Yes		Current year + 2 years then review	Secure Disposal
	Records for outside agencies - where the report has been included on the case file created by the outside agency	Yes		Whilst the child attends the school then destroy	Secure Disposal
	Referral forms	Yes		Whilst the referral is current	Secure Disposal
	Contract statements	Yes		Current year then review, if contract is no longer active then destroy	Secure Disposal
Contract database entries	Yes		Current year then review, if contract is no longer active then destroy	DELETE	
Group Registers	Yes		Current year + 2 years	Secure Disposal	
Central Government	Contracts of affiliation	Yes		Closure of affiliation + 20 years	Secure Disposal
	The name, home address and date of birth of each child who is looked after on the premises	Yes		(These could be required to show whether or not an individual child attended the setting in a child protection investigation)	
	The name, home address and telephone number of a parent of each child who is looked after on the premises	Yes		If this information is kept in the same book on the same form as in 16.1.1 then the same retention period should be used as in 16.1.1. If the information is stored separately, then destroy once the child has left the setting (unless their information is protected for a further retention period)	
The name, address and telephone number of any person who will be looking after children on the premises	Yes		See 16.4 below		
A daily record of the names of children looked after on the premises, their hours of attendance and the names of the persons who looked after them	Yes		The Day Care and Child Minding (National Standards) (England) Regulations 2003	It is regularly required that these records should be kept for 7 years (SI2003/999 7(1b)). If these records are likely to be needed in a child protection setting (see 16.1.1 above) then the records should be retained for closure of setting + 10 years.	

EYFS	A record of accidents occurring on the premises and incident books relating to other incidents	Yes	The Day Care and Child Minding (National Standards) (England) Regulations 2003	DOB of the child involved in the accident or the incident + 25 years. If an adult is injured then the accident book must be kept for 7 years from the date of the incident		
	A record of any medicinal product administered to any child in the premises, including the date and circumstances of its administration, by whom it was administered, including medicinal products which the child is permitted to administer to himself, together with a record of parent's consent	Yes	The Day Care and Child Minding (National Standards) (England) Regulations 2003	DOB of the child being given/taking the medicine		
	A statement of the arrangements in place for the protection of children, including arrangements to safeguard the children from abuse or neglect and procedures to be followed in the event of allegations of abuse or neglect	No		Closure of setting + 90 years (These could be required to show whether or not an individual child attended the setting in a child protection investigation)		
	Emergency contact details for appropriate adults to collect the child if necessary	Yes		Destroy on the child's 18th birthday unless the information is collected for anything other than emergency contact		
EYFS Financial Records	Contract, agreed by the parent, stating all relevant details regarding the child and their care, including the name of the emergency contact and details of the arrangements to collect the child during the night	Yes		Date of birth of the child who is the subject of the contract + 25 years		
	Financial records, receipts, statements, invoices, etc.	No		Current year + 6 years		
	Insurance policies - Employers Liability	No	Employers Liability Financial Regulations	The policies are kept for a minimum of 6 years and a maximum of 40 years depending on the type of policy		
EYFS Human Resources	Claims made against insurance policies - damage to property	Yes		Case closed + 3 years		
	Claims made against insurance policies - personal injury	Yes		Case closed + 6 years		
	Personal Files - records relating to an individual's employment history	Yes		Termination + 6 years then review		
EYFS Premises and Health and Safety	Fire alarm records	Yes	CFR guidelines	End of check + 6 months		
	Fire alarm records - general	Yes		Current year + 2 years		
	Fire alarm records - specific	Yes		Last action + 7 years		
Regulatory	Risk Assessments	No		Completion of use of building + 7 years then review		
	Risk Assessments	No		Current year + 3 years		
	All Criminal Enforcement Cases	Yes	Limitation Act 1980	6 years	Secure disposal	
	Civil Enforcement Case where no action taken		Limitation Act 1980	6 years	Review	
	Civil Enforcement Case where no action taken		Business Need	2 years	Destroy	
	Confidential Intelligence		Business Need	6 years	Review	
	Data Protection and FOI Complaints		Business Need	2 years	Review	
	Data Protection and FOI Complaints Physical Items (items which cannot be scanned or returned)		Business Need	6 months	Destroy	
	Cases relating to Section 159 of the Consumer Credit Act 1974		Limitation Act 1980	6 years	Destroy	
	Health Reports		Business Need	6 years	Destroy	
	Advisory Notes and supporting audit documents		Business Need	12 months	Destroy	
	IPA Supporting audit documents		Business Need	Latest audit or 3 years, whichever is sooner	Destroy	
	IPM - Privacy case file supporting audit documents		Business Need	6 years	Review	
	Data Protection Fee Information		Business Need	2 years	Destroy	
	Breach Report - No action taken		Business Need	2 years	Review	
	Memorandum of Understanding		Business Need	6 years	Destroy	
	Internal Committee and Group Minutes		Business Need	6 years	Review	
	Commissioner's Delegated Authority, Briefings, Decision Notes and Legal Advice		Business Need	6 years	Review	
	Corporate Governance Support		Business Need	3 years	Review	
	Correspondence with Corporate Affairs, Policies, Business Continuity, Risk, Management and Strategies		Business Need	3 years	Review	
Electoral Members Correspondence to the Commissioner		Business Need	6 years	Review		
Corporate Roles and Responsibilities		Business Need	6 years	Review		
Corporate Functions	Health and Safety Inspections, Property Management and Asset Records		The National Archives has Retention Scheduling, Departmental Accounts, Health and Safety at Work Act 1974 and supporting Regulations, Limitation Act 1980	6 years	Review	
	Documents relating to IT system integral to their running and back up		Business Need	3 years	Review	
	Records and Information Management		Business Need	3 years	Review	
	IT Infrastructure		Business Need	3 years	Review	
	Information Security		Business Need	3 years	Review	
	Information Resources, including IP request not dealt with directly by the Commissioner		Business Need	2 years	Destroy	
	Privacy and Corporate Governance		Business Need	3 years	Review	
	Building Reports, Risk Assess, Hazard and Security Reports		Limitation Act 1980	3 years	Review	
	IT Incident Log		Business Need	12 months	Review	
	System Audit Log		Business Need	12 months	Destroy	
	ICTV		KO/ICTV Policy	1 month	Destroy	
	Reception Sign in Book		Business Need	2 years	Destroy	
	Google Analytics Reports		Business Need	38 months	Destroy	
	Finance	Financial Information		HM Treasury guidelines, National Audit Office advice, Companies Act 2006	6 Years	Destroy
	Internal Regulatory Activities	Payroll Capita Reports		HM Treasury guidelines, National Audit Office advice, Companies Act 2006	6 Years	Destroy
Information created in relation to new policies, guidelines and research. This information has been created internally to guide decision making. This related to any final drafts and significant supporting information.			Business Need	6 years	Review	
Final Line Advice Service			Business Need	2 years	Destroy	
Stakeholder Engagement	Engagement with significant stakeholders		Business Need	2 years	Review	
	Engagement with less significant stakeholders		Business Need	2 years	Review	
	Guidance for External Use		Business Need	6 years	Review	
	Data Privacy Impact Assessments		Business Need	6 years	Review	
	Employed Brokers Copyright Dues		Business Need	6 years	Review	
	ICR Initial Assessment Supporting Documents		GDPR	2 years	Review	
	ICR Data to Contact and Lead Generation Details		Business Need	12 months	Review	
	Consultatives		Business Need	12 months	Destroy	
	Employee Files and Personal Development Records		The National Archives has Retention Scheduling, Employee Personal records and CPID	6 Years	Destroy	
	Employer and Contractor, Examination and Testing, Accident and Ill Health		Limitation Act 1980	6 years	Destroy	
Job Descriptions and Terms and Conditions		Limitation Act 1980	6 years	Destroy		
Training Material		Limitation Act 1980	6 years	Destroy		
Human Resources	Political Declarations		The National Archives has Retention Scheduling, Employee Personal records and CPID	6 Years	Destroy	
	Industrial Relations		Limitation Act 1980	6 years	Destroy	
	Payroll Sheets		HM Treasury guidelines, National Audit Office advice, Companies Act 2006	6 years	Destroy	
	Maternity, Paternity, Adoption and Sick Leave		Statutory Sick Pay (General) Regulations 1982	3 years	Destroy	
	Successful Recruitment Candidate Information (including third party referee details provided by the applicant)		Statutory Maternity Pay (General) Regulations 1986 Statutory Paternity and Statutory Adoption Pay (Administration) Regulations 2002	6 months	Destroy	
	Unsuccessful Recruitment Candidate Information (including third party referee details provided by the applicant)		The National Archives Retention Scheduling, Employee Personal Records and CPID	6 months	Destroy	
	Staff Pension, Pay History, and Termination Reasons		Limitation Act 1980	6 months	Destroy	
	Health Surveillance		The National Archives Retention Scheduling, Employee Personal Records	100 years	Destroy	
	Third party emergency contact details provided by the staff member		Health and Safety at Work Act	40 years	Destroy	
	Equality and Diversity Published Information		Business Need, GDPR	6 months	Review	
	Market research reports, press releases, campaigns and contacts, inform and image banks		Public Sector Equality Duty	6 years	Review	
	Staff Events and Briefings, Public Engagement and Political Monitoring		Business Need	3 years	Review	
	Confidential Deliberations		Business Need	400 days	Destroy	
	Website Registration		Business Need	1 month	Destroy	
	Journalist Information		Business Need	not applicable	Destroy	
Requests for Publications		Business Need	12 months	Review		
Public Lead and Lead Advice		Business Need	2 weeks	Review		
Enforcement Legal Cases		Limitation Act 1980	6 years	Review		
Contracts		Business Need	6 years	Review		
Unsuccessful Tenders		The National Archives Retention Scheduling, Contractual Records	6 years	Review		
Buildings Contracts and Letters		The National Archives Retention Scheduling, Contractual Records	400 Days	Review		
Staff Meetings and Outlook		Limitation Act 1980	12 years	Review		
Physical Correspondence		Business Need	12 months	Review		
Internal Email Messages		Business Need	6 months	Destroy		
Customer Email Bounces		Business Need	3 months	Destroy		
Internal Email Messages		Business Need	12 months	Destroy		
Unread Customer Instant Messages		Business Need	7 days	Destroy		
Other Instant Messages		Business Need	7 days	Destroy		
Text Messages		Business Need	7 days	Destroy		
Live Chat Transcripts		Business Need	3 years	Destroy		
Call Log Spreadsheets		Business Need	90 days	Destroy		
Industrial Relations		Limitation Act 1980	6 years	Destroy		
Communication Activities	Payroll Sheets		HM Treasury guidelines, National Audit Office advice, Companies Act 2006	6 years	Destroy	
	Maternity, Paternity, Adoption and Sick Leave		Statutory Sick Pay (General) Regulations 1982	3 years	Destroy	
	Successful Recruitment Candidate Information (including third party referee details provided by the applicant)		Statutory Maternity Pay (General) Regulations 1986 Statutory Paternity and Statutory Adoption Pay (Administration) Regulations 2002	6 months	Destroy	
	Unsuccessful Recruitment Candidate Information (including third party referee details provided by the applicant)		The National Archives Retention Scheduling, Employee Personal Records and CPID	6 months	Destroy	
	Staff Pension, Pay History, and Termination Reasons		Limitation Act 1980	6 months	Destroy	
	Health Surveillance		The National Archives Retention Scheduling, Employee Personal Records	100 years	Destroy	
	Third party emergency contact details provided by the staff member		Health and Safety at Work Act	40 years	Destroy	
	Equality and Diversity Published Information		Business Need, GDPR	6 months	Review	
	Market Research Reports, Press Releases, Campaigns and Projects, Informer and Image Banks		Public Sector Equality Duty	6 years	Review	
	Third Party Movers Details		Business Need	6 years	Review	
	Significant Draft Versions - The draft versions of notices, advice and guidelines of significant work of work		Business Need	3 years	Review	
	Less Significant Draft Versions - General drafts of documents created for non-activated work		Business Need	12 months	Review	
	Internal Audits		Business Need	3 years	Destroy	
	Internal Guidance and Lines to Follow		Business Need	3 years	Review	
	Templates, Procedures, Team Information and Team Meetings		Business Need	3 years	Review	
Annually Renewed Documents		Business Need	3 years	Review		
Department Lists and Structures		Business Need	12 months	Review		
Team Administration		Business Need	3 years	Review		
Management Information		Business Need	6 years	Review		
General Contact Tapes (SharePoint)		Business Need	12 months / 3 Years / 6 Years	Review		
Mobile device information for active Wi-Fi use		Business Need	60 days	Destroy		
Transfer to the National Archives	Information detailing what has been sent to the National Archives (not transferred)		The National Archives Information Management Guidance	6 years	Review	
	Section 50 DPA and Section 77 FOI		The National Archives Collection Policy, Public Records Act 1958		Prepare for Transfer	
	Publications and Material		The National Archives Collection Policy, Public Records Act 1958		Prepare for Transfer	
	Management Board Minutes		The National Archives Collection Policy, Public Records Act 1958		Prepare for Transfer	
	Senior Leadership Team Minutes		The National Archives Collection Policy, Public Records Act 1958		Prepare for Transfer	
	Upper Tribunal Case and Court of Appeal		The National Archives Collection Policy, Public Records Act 1958		Prepare for Transfer	
	ICO Consultation		The National Archives Collection Policy, Public Records Act 1958		Prepare for Transfer	
	Office Wide Strategic Plans		The National Archives Collection Policy, Public Records Act 1958		Prepare for Transfer	
	Department of Culture, Media and Sport		The National Archives Collection Policy, Public Records Act 1958		Prepare for Transfer	
	Departmental Audits		The National Archives Collection Policy, Public Records Act 1958		Prepare for Transfer	
	Local Advice to Commissioner where it is directly relevant to information rights policy		The National Archives Collection Policy, Public Records Act 1958		Prepare for Transfer	
	Legal Advice to Commissioner where it is directly relevant to information rights policy		The National Archives Collection Policy, Public Records Act 1958		Prepare for Transfer	
	HECR Branch Logs		The National Archives Collection Policy, Public Records Act 1958		Prepare for Transfer	
	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		The National Archives Collection Policy, Public Records Act 1958		Prepare for Transfer	
	Civil Monetary Penalty Cases		The National Archives Collection Policy, Public Records Act 1958		Prepare for Transfer	