

22 November 2024

IC-340519-M1Y9

Request

You asked us:

*"Please can you provide me with a your copy template record destruction log as referenced in your Retention and Disposal policy under paragraph 7.2:
<https://ico.org.uk/media/4030928/retention-and-disposal-policy.pdf>"*

We received your request on 28 October 2024.

We have handled your request under the Freedom of Information Act 2000 (the FOIA).

Our response

I can confirm that we hold information in scope of your request.

Please find attached a copy of the template record of destruction log in .csv format. Please note that the log is held internally in .xlsx format, but has been converted in this instance as all disclosures of spreadsheets made by the ICO are in .csv format.

Due to the conversion, notes for some of the column headers were automatically removed. Please find below the notes that appear on each of these column headers:

Unique Reference - *"This may be filename, box reference, document library name, etc."*

Record Owner - *"Team or department who owns the record"*

Volume - *"Number of files being reviewed. This can be a rough estimate if you are unsure of the exact number."*

Location - *"For physical records please list the box number and cupboard reference. For digital information please list the system and filepath."*
IAO Approval - *"Name of IAO (director) who approved the destruction"*

This concludes our response to your request.

Next steps

You can ask us to review our response. Please let us know in writing if you want us to carry out a review. Please do so within 40 working days.

You can read a copy of our full review procedure [here](#).

If we perform a review but you are still dissatisfied, you can complain to the ICO as regulator of the FOIA. This complaint will be handled just like a complaint made to the ICO about any other public authority.

You can [raise a complaint through our website](#).

Your information

Our [privacy notice](#) explains what we do with the personal data you provide to us, and sets out [your rights](#). Our [Retention and Disposal Policy](#) details how long we keep information.

Yours sincerely



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