

## Retention Schedule

Updated August 18

	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
<b>Regulatory</b>					
Appeals Information Tribunal	Case Closed	6 years	Destroy	Limitation Act 1980	Head of FOI Appeals and Complaints
All Criminal Enforcement Case	Case Closed	6 years	Review	Limitation Act 1980	Head of Enforcement
Civil Enforcement case where action was taken	Case Closed	6 years	Review	Limitation Act 1980	Head of Enforcement
Civil Enforcement Case where no action taken	Case Closed	2 years	Destroy	Business Need	Head of Enforcement
Gathered Intelligence	Entered onto Intelligence Log	6 years	Review	Business Need	Head of International Strategy and Intelligence
Data Protection and FOI Complaints	Case Closed	2 years	Destroy	Business Need	Head of FOI Appeals and Complaints and the Head of Data Protection Compliance
Data Protection and FOI Complaints Physical items ( <i>items which cannot be scanned or returned</i> )	Case Closed	6 months	Destroy	Business Need	Head of FOI Appeals and Complaints and the Head of Data Protection Compliance
Cases relating to Section 159 of the Consumer Credit Act 1974	Case Closed	6 years	Destroy	Limitation Act 1980	the Head of Data Protection Compliance
Audits Reports	Case Closed	6 years	Review	Business Need	Head of Assurance
Advisory Visits and supporting audit documents	Case Closed	12 month	Destroy	Business Need	Head of Assurance
IPA supporting audit documents	Case Closed	Until next audit or 3 years, whichever is sooner	Destroy	Business Need	Head of Assurance
High Priority case file supporting audit documents	Case Closed	6 years	Review	Business Need	Head of Assurance
Data Protection Fee Information	Case Closed	2 years	Destroy	Business Need	Head of Customer Contact
Breach Report- No action taken	Case Closed	2 years	Destroy	Business Need	Head of Customer Contact

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	Head of International Strategy and Intelligence, Head of Policy and Engagement, and Head of Technology Policy
Stakeholder Engagement						
	First Line Advice Services	Case Closed	2 years	Destroy	Business Need	Head of Customer Contact
	Engagement with significant stakeholders: <i>This will include government departments, large companies and charities as well as international work.</i>	Last Action	6 years	Review	Business Need	Head of International Strategy and Intelligence, Head of Policy and Engagement, Head of Technology Policy an Head of Assurance
	Engagement with less significant stakeholders: <i>Advice provided to smaller organisations with the advice only effecting small numbers.</i>	Last Action	3 years	Review	Business Need	Head of International Strategy and Intelligence, Head of Policy and Engagement, Head of Technology Policy an Head of Assurance
	Guidance for External Use	Superseded	6 years	Review	Business Need	Head of International Strategy and Intelligence, Head of Policy and Engagement, Head of Technology Policy an Head of Assurance
	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))	Head of Assurance
	BCR Initial Assessment Supporting Documents	National Authorisation	2 years	Review	Business Need	Head of Assurance
	BCR Point of Contact and Legal Representation details	After each annual update	12 months	Review	Business Need	Head of Assurance
	Consultations: <i>The ICO gathers information externally through an open consultation in relation to a policy they are developing</i>	Policy Published	As soon as policy published	Destroy	Business Need	Head of Policy and Engagement

	Information Requests including MP requests	Last Action	2 years	Destroy	Business Need	Head of Risk and Governance
<b>Corporate Governance</b>						
	Memorandum of Understanding	End of Understanding	6 years	Destroy	Business Need	Head of Risk and Governance
	Internal Committees and Groups minutes	Minutes Agreed	6 years	Review	Business Need	Head of Risk and Governance
	Commissioner's Delegated Authority, Briefings, Decision Notes and Legal Advice	End of Commissioner's Term	6 years	Review	Business Need	Head of Risk and Governance
	Corporate Governance Support	Last Action	3 years		Business Need	Head of Risk and Governance
	Organisation wide Corporate Plans, Policies, Business Continuity, Risk Management and Strategies	Superseded	3 years	Review	Business Need	Head of Risk and Governance
	Elected Members Correspondences to the Commissioner	End of Commissioner's Term	3 years	Review	Business Need	Head of Risk and Governance
	Corporate Roles and Responsibilities	Superseded	6 years	Review	Business Need	Head of Risk and Governance
<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,	Head of Human Resources and Facilities
	Documents relating to IT system integral to their running and long term use	End of System Life	3 years	Review	Business Need	Head of Business
	Records and Information Management	Last Action	3 years	Review	Business Need	Head of Risk and Governance
	IT Infrastructure	Last Action	3 years	Review	Business Need	Head of Business Services
	Information Security	Last Action	6 years	Review	Business Need	Head of Risk and Governance
	Information Requests ( <i>Including MP request not dealt with directly by the Commissioner</i> )	Case Closed	2 years	Destroy	Business Need	Head of Risk and Governance
	Projects and Corporate Programmes	Last Action	3 years	Review	Business Need	Head of Business Services

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

### Finance

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

### Human Resources

Employee Files and Personal Development Records	End of Employment	6 years	Destroy	The National Archives Retention Scheduling: Employee Personnel Records and CPID	Head of Human Resources and Facilities
Disciplinary and Grievance, Examination and Testing, Accident and Ill Health	Last Action	6 years	Destroy	Limitation Act 1980	Head of Human Resources and Facilities
Job Descriptions and Terms & Conditions	Last Action	6 years	Destroy	Limitation Act 1980	Head of Human Resources and Facilities
Training Material	Superseded	6 years	Destroy	Limitation Act 1980	Head of Human Resources and Facilities
Political Declarations	Superseded or End of Employment	6 years	Destroy	The National Archives Retention Scheduling: Employee Personnel Records and CPID	Head of Human Resources and Facilities

Industrial Relations	Last Action	6 years	Destroy	Limitation Act 1980	Head of Human Resources and Facilities
Payroll Sheets	End of Financial Year	6 years	Destroy	HM Treasury guidelines, National Audit Office advice, Companies Act 2006	Head of Human Resources and Facilities
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	Head of Human Resources and Facilities
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	Head of Human Resources and Facilities
Unsuccessful Recruitment Candidate Information <i>(including third party referee details provided by the applicant)</i>	Last Action	6 months	Destroy	Limitation Act 1980	Head of Human Resources and Facilities
Staff Pension, Pay History, and Termination Reasons	From DOB	100 years	Destroy	The National Archives Retention Scheduling: Employee Personnel Records	Head of Human Resources and Facilities
Health Surveillance	Last Action	40 years	Destroy	Health and Safety at Work Act 1974	Head of Human Resources and Facilities
Third party emergency contact details provided by the staff member	End of Employment	Immediate	Destroy	Business Need, GDPR	Head of Human Resources and Facilities
Equality and Diversity Published Information	Last Action	6 years	Review	Public Sector Equality Duty	Head of Human Resources and Facilities
<b>Corporate Communications and Marketing</b>					
Market Research Reports, Press Releases, Campaigns and Projects, Informer and Image Banks	Last Action	6 years	Review	Business Need	Head of Corporate Communications

	Staff Events and Briefings, Public Engagement and Political Monitoring	Last Action	3 years	Review	Business Need	Head of Corporate Communications
	Conference Delegate Lists	Last Action	400 days	Destroy	Business Need	Head of Corporate Communications
	Webinar Registration	Webinar Completed	1 month	Destroy	Business Need	Head of Corporate Communications
	Journalist Information	Request of the Journalist to remove their information	Instant once requested	Destroy	Business Need	Head of Corporate Communications
	Communications with Journalists	12 months after creation	12 months	Destroy	Business Need	Head of Corporate Communications
	Requests for Publications	Creation	4 weeks	Destroy	Business Need	Head of Corporate Communications

### Legal

	Policy Legal and Legal Advice	Last Action	6 year	Review	Limitation Act 1980	Head of Policy and Engagement
	Enforcement Legal Cases	Case Closed	6 years	Review	Business Need	Head of Enforcement
	Contracts	End of Contract	6 years	Review	The National Archives Retention Scheduling: Contractual Records	Head of Finance
	Unsuccessful Tenders	Last Action	400 Days	Review	The National Archives Retention Scheduling: Contractual Records	Head of Finance
	Building Contracts and Leases	End of Contract	12 years	Review	Limitation Act 1980	Head of Finance

### Communication Activities

	Staff Mailboxes and Outlook	Creation	12 months	Destroy	Business Need	Communications which may not directly fall under a function
	Physical Correspondents	Once Scanned	6 months	Destroy	Business Need	
	Internal Email Mailboxes	Creation	6 months	Destroy	Business Need	
	Customer Email Boxes	Creation	3 months	Destroy	Business Need	
	External Email Mailboxes	Creation	3 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	
	Live 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	
<b>Organisation Wide</b>						
	Significant Draft Versions: <i>The draft versions of policies, advice and guidelines for significant areas of work</i>	Last Action	3 years	Review	Business Need	These are generic documents which sit within all departments for filling similar roles. Therefore there isn't a specific Information Asset Owner for this set of information, each owner's departments will have their own versions of these documents for which they will be the owner of.
	Less Significant Draft Versions: <i>General drafts of documents created for less significant work</i>	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 day	Destroy	Business Need	
<b>Transfer to The National Archives</b>						
	Information detailing what has been sent to the National Archives (not transferred)	Last Action	6 years	Review	The National Archives Information Management Guidance	Head of Risk and Governance
	Section 55 DPA and Section 77 FOI	Case Closed		Prepare for Transfer	The National Archives Collection Policy, Public Records Act 1958	Head of Risk and Governance

Publications and Material	Creation		Prepare for Transfer	The National Archives Collection Policy, Public Records Act 1958	Head of Risk and Governance
Management Board Minutes	Last Action		Prepare for Transfer	The National Archives Collection Policy, Public Records Act 1958	Head of Risk and Governance
Senior Leadership Team Minutes	Last Action		Prepare for Transfer	The National Archives Collection Policy, Public Records Act 1958	Head of Risk and Governance
Upper Tribunal Case and Court of Appeal	Case Closed		Prepare for Transfer	The National Archives Collection Policy, Public Records Act 1958	Head of Risk and Governance
ICO Constitution	Superseded		Prepare for Transfer	The National Archives Collection Policy, Public Records Act 1958	Head of Risk and Governance
Office Wide Strategic Plans	Superseded		Prepare for Transfer	The National Archives Collection Policy, Public Records Act 1958	Head of Risk and Governance
Department of Culture, Media and Sport	Last Action		Prepare for Transfer	The National Archives Collection Policy, Public Records Act 1958	Head of Risk and Governance
Delegated Authority	Last Action		Prepare for Transfer	The National Archives Collection Policy, Public Records Act 1958	Head of Risk and Governance
Legal Advice to Commissioner (where it is directly relevant to information rights policy)	Last Action		Prepare for Transfer	The National Archives Collection Policy, Public Records Act 1958	Head of Risk and Governance
High Profile Casework (Further guidance provided)	Case Closed		Prepare for Transfer	The National Archives Collection Policy, Public Records Act 1958	Head of Risk and Governance
PECR Breach Longs	Superseded		Prepare for Transfer	The National Archives Collection Policy, Public Records Act 1958	Head of Risk and Governance
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 for Transfer	The National Archives Collection Policy, Public Records Act 1958	Head of Risk and Governance
Civil Monetary Penalty Cases	Case Closed		Prepare	The National Archives Collection	Head of Risk and



				for Transfer	Policy, Public Records Act 1958	Governance
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