Understanding Retention and Disposal Schedules

Business Classification	Scope Notes	Retention Trigger (event triggering start of retention period) / Closure Procedure	Retention Period	Disposal Action (following end of retention period)	Authority
Corporate Governance					
Information Management	Management of Information Assets Including: Information access management, Information security management, records management programme implementation, records storage & surveillance management Excluding: Strategic planning, policy & standards development, communications management, training provision, enquiries management & statutory complaints management				
Information Access Management	Management of Information access Including: Publication scheme maintenance, compliance audit, privacy impact assessment, data controller notification, information rights management, copyright administration, reuse of public sector information, development of data sharing protocols Excluding: Enquiries management & statutory complaints management				
Access to Information Compliance Audit	Audit to ascertain compliance with access to information requirements Including: Privacy impact assessment	Completion of audit	Retain records for 3 years after trigger event	Destroy	Data protection Act 1998
Data Controller Notification	Notification data controllers to ICO	Retention Period starts at Date Created	Retain records 6 year after trigger event	Destroy	Limitation Act 1980, Data protection Act 1998
Copyright Administration	Administration of copyright Excluding: Licensing	Retention Period starts at Date Created	Retain records 6 year after trigger event	Destroy	Copyright, Designs & Patents Act 1988
Public Sector Information Reuse Management	Management of public sector information reuse	Close records when licence expires or terminated	Retain records 6 year after trigger event	Destroy	Reuse of Public Sector Information Regulations 2005, Protection of Freedoms
Data Sharing Protocol Development	Development negotiation & agreement of data sharing protocols Excluding: Formal legal agreements & contracts	Close records when superseded or terminated	Retain records 6 year after trigger event	Destroy	Data protection Act 1998, Data Sharing Code of Practice 2011
Publication Scheme Maintenance	Maintenance of scheme of published & publicly available information	Close records when superseded	Retain records 6 year after trigger event	Destroy	Limitation Act 1980, Freedom of Information Act 2000
Information Security	Management of information security Including: Incident response & investigation, compliance audit & Information Asset Register maintenance				

Business Classification: Describes the business functions, activities and processes that records support

Scope Notes: Further define the business function, activity or process that records support

Retention Trigger / Closure Procedure: Defines the event that triggers the start of the retention period and/or closure procedure

Retention Period: Specifies the length of time records must be kept following the retention trigger event

Disposal Action: Specifies disposal action following end of retention period

Authority: Identifies the legal, regulatory or business reasons that records need to be created, received and kept (even if requirements are not explicitly stated)