

Retention Schedule 9. Information Management

Record description	Regulatory retention period and source	Recommended retention period	Form in which to be kept	Reasons and remarks
Information Management Policies and Procedures				
1 Information management policies		Life of business.	Any.	To comply with BS 10008.
2 Retention and disposal schedules		Life of business.	Any.	To comply with BS 10008.
3 Procedure manuals, guides and instructions on the management of records		Life of business.	Any.	To comply with BS 10008.
4 Records relating to the development, implementation and review of information management policy		Five years.	Any.	Will be helpful when reviewing policies and procedures.
5 Disaster recovery plan		Until new plan is promulgated.	Any.	
6 Information surveys and record audits		Five years.	Any.	
7 Information security policy		Life of business.	Any.	To comply with BS 10008.
8 System description manuals		Life of business.	Any.	To comply with BS 10008.

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Information Systems Records					
9	Quality control log in relation to scanning		As long as any information kept on this system still exists.	Any.	To comply with BS 10008.
10	System maintenance log		As long as any information kept on this system still exists.	Any.	To comply with BS 10008.
11	Audit trail data on: <ul style="list-style-type: none"> • Information capture; • Batch information • Indexing • Change control • Destruction of information • Workflow 		Audit trail data should be stored for at least as long as the information to which it refers. Data regarding destruction should be kept for longer.	Any.	To comply with BS 10008.
12	Certificates of compliance with BSI Code of Practice DISC PD 0008: 1999		As long as any information kept on the system at the time of certification still exists.	Any.	To comply with BS 10008.
Records/Information Management Records					
13	Review lists		Five years.	Any.	
14	Lists, certificates, docket books or databases of records destroyed		Life.	Any.	

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15	Schedules of records loaned to other organisations		Until disposal of the records covered.	Any.	
16	Register of records held which belong to other organisations		As long as record is held.	Any.	
Storage					
17	Copies of catalogues/lists of records transferred to storage		Five years.	Any.	
18	Retrieval of records from storage		Two years.	Any.	
19	Security of records		Five years.		
20	Records of tracking and location systems		When system is superseded.	Any.	
21	Records relating to the use of on-site storage		Two years.	Any.	
22	Records relating to the transfer of records to on-site storage		Two years after records disposed of.	Any.	
23	Records relating to the selection of off-site storage facilities		Two years.	Any.	
24	Records relating to contracts with storage providers		Six years from end of contract.	Any.	

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25	Records relating to the transfer or retrieval of records to or from off-site storage		Two years after records disposed of.	Any.	
General					
26	General administrative records and correspondence		Two years.	Any.	
27	Training records including audiovisual material		Five years or until superseded.	Any.	
28	Records associated with a major incident	Information relating to any activities associated to a major incident must be retained for an indefinite period - this can include a place of deposit, after any formal review or administrative process has concluded.	Life.	Any.	For audit purposes.
Data Protection Act 1998					
29	Consents for the processing of personal and sensitive data	For as long as the data is processed and held in respect of a living individual [first data protection principle].		Any.	Exemptions may apply for personal data but consent will nearly always be required for sensitive data.
30	Requests for information from data subjects		To be determined as part of GDPR.	Any.	GDPR becomes enforceable 25 May 2018

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<i>Freedom of Information Act</i>					
31	Documentation relating to the disclosure status of records under FOI		Five years after the record is opened.	Any.	PRO guidance. The FOI Act applies to public sector bodies only.
32	FOI requests: <ul style="list-style-type: none"> • For documents already open; • For documents which are subsequently opened; and • For documents which remain closed 		One year. Two years. Ten years.	Any.	PRO guidance. The FOI Act applies to public sector bodies only.

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