

**IOPC CORPORATE RETENTION AND DELETION SCHEDULE**

<b><i>Record Class</i></b>	<b><i>Description</i></b>	<b><i>Owner</i></b>	<b><i>Recommended Retention</i></b>
Aftermail	All emails and attachments excluding ephemera.	All colleagues	6 Years from date added to Aftermail
Aftermail	Ephemera emails: including, but not limited to, Outlook meeting invites and responses, IT service desk, Out of office, internal comms, reception and FM service desk.	All colleagues	90 days
Outlook	All deleted items.	All colleagues	30 days
Outlook	All emails and attachments.	All colleagues	90 days
Administration		DG Office	3 Years
Annual Reports		DG Office	Permanent
Briefings		DG Office	6 Years
CEO Briefings to Chair		DG Office	6 Years
CEO Reports	External	DG Office	Review at 16 Years
CEO Reports	Internal	DG Office	6 Years
Commission Meetings		DG Office	Permanent
Commission Sub-Committees		DG Office	Review at 10 Years
Communications	Including: Communications to all staff, opinion formers, and presentations and speeches.	DG Office	6 Years

Complaints Against Commissioners		DG Office	6 Years
Correspondence	Where original is held. Will be maintained as per the appropriate subject retention schedule.	DG Office	As per the appropriate subject retention schedule
Correspondence	Where originals are filed by other directorates.	DG Office	6 Years
Critical Cases	Original held on case or investigation file	DG Office	6 Years
Governance Meetings	Including: Interim Joint Management Board, IPCC Management Board, Operation Directors' Meeting, Senior Executive Group, Senior Executive Team, Senior Management Team.	DG Office	Permanent
Home Office Bilaterals		DG Office	Review at 10 Years
Home Office Guidance		DG Office	Until superseded
Home Office Meetings		DG Office	Review at 10 Years
Joint Negotiating Group		DG Office	Review at 10 Years
Polices, Procedures and Guidance		DG Office	First Review (25 Years)
Relationship Management		DG Office	Review at 10 Years
Senior Management Events		DG Office	6 Years

Contact Lists		COMM	Until superseded
Corporate Design and Style		COMM	Until superseded
Enquiries Data		COMM	3 Years
Event Management		COMM	6 Years
Internal Communication	Published communications	COMM	3 Years
Internal guidance and policies		COMM	First Review (25 Years)
Publications - Content and drafts		COMM	3 Years
Publications - Final		COMM	First Review (25 Years)
Staff Survey	Questionnaire development, results and analysis.	COMM	12 Years
Team Administration		COMM	3 Years
Translations		COMM	Same as English version
Web Content Management		COMM	6 Years
Complaint Databases		CSCD-COMP	10 Years
Complaint Files		CSCD-COMP	6 Years
Complaints Guidance - Public		CSCD-COMP	3 Years
Complaints Guidance - Statutory		CSCD-COMP	First Review (25 Years)
FOI and DPA	Case Files.	FOI/DPA	3 Years

FOI and DPA	Case records that lead to development of precedents and best practice across the public sector.	FOI/DPA	10 years
FOI and DPA	Documentation relating to the disclosure status of records under FOI	FOI/DPA	6 Years
FOI and DPA	FOI requests - Closed documents	FOI/DPA	10 Years
FOI and DPA	FOI requests - Open documents	FOI/DPA	3 Years
FOI and DPA	Internal Reporting	FOI/DPA	3 Years
FOI and DPA	Logs	FOI/DPA	3 Years
FOI and DPA	Policy and Guidance	FOI/DPA	6 Years
Analysis	Intelligence analysis relating to independent investigations	Intell	See policy for Case and Investigation Files
Complaints	Complaint made via The Report Line	Intell	See policy for Case and Investigation Files
Intelligence model reporting		Intell	10 Years
Investigation Support	I2 Reporting	Intell	See policy for Case and Investigation Files
Policy, Guidance and Templates/Forms		Intell	25 Years
RIPA - Administration		Intell	6 Years

RIPA - Applications, authorisations, copies of notices, records of withdraw of authorisations, and the cancellation of notices.		Intell	Data retained under DRIPA may be retained for a maximum period set out in the regulations made under DRIPA, which may be of no more than 12 months
RIPA - Procedures, Codes, and Advice		Intell	Superseded
Team Administration		Intell	3 Years
Legal		LEG	Review at 6 Years, and every three Years following.
Building Records: Project Documents	Specifications. Bills of quantity. Tender documents. Agreements with contractors and consultants. Surveys and inspection reports. Maintenance manuals. Standing instructions. Final accounts. Client Project Board minutes and papers. Tender and evaluation board papers. Certificates authorising payment. Claim and arbitration files.	RES-Fac	Review at 25 Years

Building Records: Reports	Architectural. Structural engineering. Mechanical and electrical engineering. Drainage services. Building condition surveys. Quadrennial inspections. Fire precautions and services. Timber structures. Archaeological features. Financial and accounting. Conservation (Historic and listed buildings). Other specialist reports.	RES-Fac	Review at 25 Years
Building Records: Reports	Asbestos inspections (of Control of Asbestos at Work (Amendment) Regulations 1992, SI 1992, No 3068).	RES-Fac	Review at 40 Years
Buildings Records: legal documents	Leases (signed copies), Memoranda of terms, subletting agreements, subletting agreements, landlords' consents, licences, schedules of known tenant alterations, register of records and documents deposited in safe custody, tests and statutory certificates, fire risk assessments and self-certification.	RES-Fac	16 Years

Buildings Records: legal documents	Planning consents and correspondence, listed buildings consents and correspondence	RES-Fac	Review at 25 Years
Buildings Records: legal documents	Title deeds and other documents relating to freehold property	RES-Fac	Transfer to new freeholder on disposal
Buildings Records: correspondence, photos and miscellaneous	Correspondence: Consultants and contractors, photographic records: work in progress	RES-Fac	Review at 16 Years
Buildings Records: correspondence, photos and miscellaneous	Correspondence: statutory authorities, utility and communication companies, photographic records: Completed work and publicity photos, Miscellaneous: Historical narratives	RES-Fac	Review at 25 Years
Buildings Records: correspondence, photos and miscellaneous	Miscellaneous: Publicity literature (ceremonial, official openings, dedications, etc), Miscellaneous: staff work diaries, Miscellaneous: any other	RES-Fac	Review at 6 Years
Buildings Records: correspondence, photos and miscellaneous	Photographic records: albums, catalogues of photographs, and Site Photographs	RES-Fac	Review at 6 Years
Buildings Records: maintenance records	Accident books	RES-Fac	Review at 7 Years
Buildings Records: maintenance records	Accident reports	RES-Fac	Review at 7 Years

Buildings Records: maintenance records	Asbestos incidents – correspondence, reports and papers	RES-Fac	Review at 30 Years
Buildings Records: maintenance records	Asbestos registers (SI 1992, No 3068)	RES-Fac	Review at 40 Years
Buildings Records: maintenance records	Incident reports, maintenance and operational manuals, health and safety inspection reports, accident books, plant and equipment condition surveys,	RES-Fac	Review at 12 Years
Buildings Records: maintenance records	Maintenance schedules, maintenance diaries or logs, installation surveys (plant and services), maintenance programme, forward maintenance registers (FMR),	RES-Fac	Review at 16 Years
Buildings Records: maps, plans & drawings	Site surveys, measured surveys, archaeological records, design drawings, Perspective drawings, Consultants' and contractors' drawings and associated records, 'as built' or 'as installed' drawings, Presentation records, g drawings, photographs, models, etc, Competition drawings, Feasibility studies, preliminary designs and other proposals implemented,	RES-Fac	Review at 25 Years



	Computer Aided Design (CAD) records, Buildings Records: maps, plans & drawings, Computer Aided Design (CAD) records.		
Facilities	Authority to drive	RES-Fac	4 Years
Facilities	Car fuel receipts	RES-Fac	6 Years
Facilities	Contractors maintenance manual	RES-Fac	5 Years
Facilities	Contractors worksheets	RES-Fac	3 Years
Facilities	Courier requests	RES-Fac	2 Years
Facilities	Delivery notes	RES-Fac	3 months
Facilities	Emergency lighting	RES-Fac	3 Years
Facilities	Equipment sign in/out	RES-Fac	3 Years from last entry in book
Facilities	Fax logs	RES-Fac	6 Years
Facilities	FM general, storage, security	RES-Fac	
Facilities	FOI/DPA responses/requests	RES-Fac	
Facilities	Health and safety Minutes	RES-Fac	6 Years
Facilities	HR Related - recruitment, overtime pre-authority, learning and development, HR general	RES-Fac	
Facilities	Method statements/risk assessments	RES-Fac	3 Years after date when superseded
Facilities	Ordering	RES-Fac	3 Years
Facilities	Permit to work	RES-Fac	3 Years after expiry date unless related to on-going incident
Facilities	Post logs	RES-Fac	2 Years

Facilities	Support calls	RES-Fac	3 Years
Facilities	Temporary pass log	RES-Fac	1 year
Facilities	Travel/accommodation bookings/requests	RES-Fac	1 Years
Facilities	Visitor log/books	RES-Fac	1 year
Facilities	Water treatment log book	RES-Fac	6 Years
Health and Safety	Health surveillance, including medical reports	RES-Fac	40 Years
Health and Safety	Reporting of Injuries, diseases and dangerous occurrences regulations 1995, Social Security (Claims and payments) Regulations 1979 - Accident book (form BI 510)	RES-Fac	7 Years
Health and Safety	Reporting of Injuries, diseases and dangerous occurrences regulations 1995, Social Security (Claims and payments) Regulations 1979 - Accident book (form BI 510) - In reference to pregnant women	RES-Fac	20 Years
Health and Safety	Special Waste Regulations 1996, Environmental Protection (Duty of Care) Regulations 1991	RES-Fac	3 Years
Health and Safety - Control of Hazardous Substances	Examination and testing of control equipment and repair carried out as a result, exposure	RES-Fac	7 Years

	to hazardous substance at the workplace - general exposure		
Health and Safety - Control of Hazardous Substances	List of employees exposed to group 3 and 4 biological agents	RES-Fac	10 Years
Health and Safety - Control of Hazardous Substances	Where exposure to hazardous substances may lead to disease	RES-Fac	40 Years
Amendments of contracts	Forms of variation. Extensions of contract.	RES-Fin	6 Years
Asset Registers		RES-Fin	6 Years
Banking Records	Bank deposit books/slips/butts; bank deposit summary sheets; summaries of daily banking; cheque schedules; register of cheques lodged for collection. Reconciliations files/sheets; daily list of paid cheques; unpaid cheque records. Bank statements, periodic reconciliations; bank certificates of balance.	RES-Fin	3 Years

Books/butts	Receipt books/butts; office copies of receipts - cashiers', cash register, fines and costs, sale of publications, general receipt books/butt/records. Postal remittance books/records. Receipt books/records for imposts (stamp duty, VAT receipt books, etc). Irregular remittance books.	RES-Fin	6 Years
Cash Books/Sheets		RES-Fin	6 Years
Central Expenditure	Estimate records. Records relating to dealings with the Public Accounts Committee and the Select Committee on Expenditure. Financial authorities or delegations. Asset registers. Depreciation records. Audit investigations (external). Financial records relating to capital works projects. Unclaimed monies records. Records relating to minor matters of theft, fraud, misappropriation, irrecoverable debts and overpayments, write-offs, recovery of debt, wavering of debt.	RES-Fin	6 Years

Central Expenditure	Policy and strategy records (including investment policy)	RES-Fin	Second Review (30 Years)
Central Expenditure	Records relating to serious matters of theft, fraud, misappropriation, irrecoverable debts and overpayments, write-offs, recovery of debt, wavering of debt.	RES-Fin	10 Years
Central Expenditure	Spending Reviews. Expenditure Scrutinies. Calculations for costings for annual estimates. Expenditure and revenue returns. Financial statements prepared for annual reports. Financial statements prepared for management. Financial statements prepared for management. Procedure manuals.	RES-Fin	3 Years
Central Expenditure	Treasury Directives and Circulars	RES-Fin	Until superseded
Cheques and associated records	Cheque book/butts for all accounts; cancelled cheques; dishonoured cheques; stoppage of cheque payment notices; record of cheques opened books; cheque registers. Fresh cheques; paid/presented cheques; record of cheques drawn for payment.	RES-Fin	6 Years

Contract operation and monitoring	Bills of quantity (building contracts)	RES-Fin	16 Years
Contract operation and monitoring	Records of complaints. Disputes over payment. Final accounts. Changes to requirements. Changes to requirements. Forms of variation. Reports from contractors. Schedules of works. Survey and inspections - Equipment.	RES-Fin	6 Years
Contract operation and monitoring	Survey and inspections - Buildings. Minutes and papers of meetings.	RES-Fin	Second Review (30 Years)
Costing Records	Cost cards; costing records, dissection sheets, etc	RES-Fin	3 Years
Creditors		RES-Fin	6 Years
Debits and refunds	Copies of invoices and copies of source documents. Records relating to unrecoverable revenue, debts and overpayments (register of debts written off, register of refunds, etc)	RES-Fin	6 Years
Debtors' records and invoices	Copies of invoices/debit notes rendered on debtors (invoices paid/unpaid registers of invoices, debtors ledgers, etc). Source	RES-Fin	6 Years

	documents/records used for raising of invoices/debit notes.		
Debtors' records and invoices	Daily revenue dissections. Periodical revenue dissections.	RES-Fin	3 Years
Depreciation Registers		RES-Fin	6 Years
Facilities	Credit card applications or statements	RES-FIN	6 Years
Facilities	Invoices and statements	RES-FIN	6 Years
Financial statements	Statements/summaries prepared for inclusion in quarterly/annual reports. Periodic financial statements prepared for management on a regular basis. Ad hoc statements.	RES-Fin	6 Years
General & subsidiary ledgers	General and subsidiary ledgers produced for the purposes of preparing certified financial statements or published information. Creditors' ledgers. Other ledgers (Contracts, costs, purchases, etc). Audit sheets - ledger posting.	RES-Fin	6 Years
Journals	Journals - prime records for the raising of charges. Journals - routine adjustments.	RES-Fin	6 Years

Petty Cash Records		RES-Fin	3 Years
Policy	Policy on Contracts	RES-Fin	Second Review (30 Years)
Proposals	End user requirement. Statements of interest. Agreed specification. Evaluation criteria. Invitation to tender.	RES-Fin	6 Years
Proposals	List of approved suppliers	RES-Fin	Until superseded
Purchase order records	Purchase order books/records. Railway/courier consignment books/records. Travel warrants.	RES-Fin	6 Years
Requisition records	Requisition records	RES-Fin	3 Years
Revenue Records	Revenue cash books/sheets/records; receipt cash books/sheets	RES-Fin	6 Years
Salary records	Employee pay histories. NB the last 3 years' records must be kept for leavers, in either the personnel or finance records system, for the calculation of pension entitlement. Salary ledger card/records. Copies of salaries/wages payroll sheets	RES-Fin	6 Years
Salary records	Salary rates register.	RES-Fin	When Suspended
Staff Administration - Finance	Travel & Subsistence	RES-Fin	6 Years
Statements		RES-Fin	3 Years



Subsidiary Records	Copies of extracts and expenditure dissections; credit note books; Credit notes; Debit note books	RES-Fin	3 Years
Tendering	Background information supplied by department. Interview panel - report and notes of proceedings. Unsuccessful tender documents. Interview panel - report and notes of proceedings.	RES-Fin	3 Years
Tendering	Commissioning Letter. Signed Contract.	RES-Fin	6 Years
Tendering	Successful tender document	RES-Fin	6 Years
Trail balances and reconciliations	Year-end balances, reconciliations and variations to support ledger balances and published accounts	RES-Fin	6 Years
Vouchers	Vouchers - claim for payment, purchase orders, requisition for goods and services, accounts payable invoices, etc. Wages/salaries vouchers. Voucher registers. Voucher registration cards and payment cards. Voucher summaries. Advice/schedule of vouchers despatched; delivery advice.	RES-Fin	6 Years

Staff Administration	Current address	RES-HR	6 Years or Age 72 Whichever is the longer
Staff Administration - Employee Relations	Advances for season tickets etc.	RES-HR	6 Years
Staff Administration - Employee Relations	Advances for season tickets etc.	RES-HR	6 Years
Staff Administration - Employee Relations	Capability which has NOT resulted in any changes to terms and conditions of service, salary, performance pay or allowances	RES-HR	6 Years or Age 72 Whichever is the longer
Staff Administration - Employee Relations	Conflict of interest	RES-HR	6 years or Age 72 whichever is longer
Staff Administration - Employee Relations	Discipline where not proven	RES-HR	1 YEAR
Staff Administration - Employee Relations	Discipline which has NOT resulted in any changes to terms and conditions of service, salary, performance pay or allowances	RES-HR	6 Years
Staff Administration - Employee Relations	Discipline/capability action which has resulted in any changes to terms and conditions of service, salary, performance pay or allowances	RES-HR	Age 100
Staff Administration - Employee Relations	Gifts & Hospitality Register	RES-HR	6 years or Age 72 whichever is longer
Staff Administration - Employee Relations	Grievance/conflict	RES-HR	Age 100

Staff Administration - Employee Relations	Gross Misconduct (PROVEN)	RES-HR	Age 100
Staff Administration - Employment and Career	Amendments to terms and conditions, changes to personal information, employment offer, authority to recruit, application for authorisation to recruit, leavers forms, flexible working agreements, new starters, authorisation for deputising, substitution allowance and/or overtime/travel claim	RES-HR	Age 100
Staff Administration - Employment and Career	Contracts of employment	RES-HR	Age 100
Staff Administration - Employment and Career	Job history - consolidated record of whole career and location details	RES-HR	Age 100
Staff Administration - Employment and Career	Promotion, temporary promotion and/or substitution documentation	RES-HR	Age 100
Staff Administration - Employment and Career	Qualifications/references	RES-HR	6 Years after leaving
Staff Administration - Employment and Career	Resignation, termination, retirement letters	RES-HR	Age 100
Staff Administration - Employment and Career	Transfer documents	RES-HR	6 years

Staff Administration - Employment and Career	Working time directive opt out forms	RES-HR	3 Years after the opt out has been rescinded or has ceased to apply
Staff Administration - Employment and Career	Written particulars of employment, contracts of employment	RES-HR	Age 100
Staff Administration - Leave Management	Annual leave records	RES-HR	2 Years
Staff Administration - Leave Management	Study, special, maternity/paternity.	RES-HR	6 Years
Staff Administration - Pay & Pensions	Documentation relating to pensions includes: full name and DOB, National Insurance number, pensionable pay at leaving, reckonable service for pension purposes (and actual service, where this is different, together with the reasons for the difference) reason for leaving and new employer's name (where known), amount and destination of any transfer value paid, amount of any refund of PCSPS contributions, amount and date of any contributions equivalent premium paid, additional voluntary contributions (AVC's), all other papers relating	RES-HR	Age 100

	to pensionability not mentioned above.		
Staff Administration - Pay and Pensions	Bank details	RES-HR	6 Years
Staff Administration - Pay and Pensions	Bonus nominations	RES-HR	Age 100
Staff Administration - Pay and Pensions	Building Society References	RES-HR	1 Year
Staff Administration - Pay and Pensions	Health Declaration	RES-HR	Age 100
Staff Administration - Pay and Pensions	Other maternity pay documentation	RES-HR	Age 100
Staff Administration - Pay and Pensions	Overpayment documentation - All on email and covered by Outlook and Aftermail policy	RES-HR	6 Years
Staff Administration - Pay and Pensions	Payroll Input forms	RES-HR	6 Years
Staff Administration - Pay and Pensions	Unpaid leave periods (such as maternity leave)	RES-HR	Age 100
Staff Administration - Performance and Development	PDR for the last five years of service	RES-HR	Age 72 or 6 Years Whichever is the longer period
Staff Administration - Performance and Development	PDRs, training and accreditation, Job description, Higher Education.	RES-HR	6 Years
Staff Administration - Recruitment	Job applications external unsuccessful -All papers	RES-HR	6 months

Staff Administration - Recruitment	Job applications internal successful	RES-HR	1 year
Staff Administration - Recruitment	Job applications/promotion board internal unsuccessful - Application	RES-HR	1 year
Staff Administration - Recruitment	Job applications/promotion board internal unsuccessful - Interview papers	RES-HR	6 months
Staff Administration - Sickness	Complete Sickness Absence Record showing dates and causes of sick leave	RES-HR	6 Years or Age 72 Whichever is the longer
Staff Administration - Sickness	Health Referrals medical reports from doctors and consultants, correspondence with the appointed adviser to PCSPS/OHSA/CSOHS	RES-HR	Age 100
Staff Administration - Sickness	Medical reports of those exposed to a substance hazardous to health	RES-HR	50 Years from date of last entry
Staff Administration - Sickness	Medical/Self Certificates - unrelated to industrial injury	RES-HR	6 Years
Staff Administration - Sickness	Papers relating to any injury on duty	RES-HR	Age 100
Staff Administration - Sickness	Statutory Sick Pay (SSP) Forms	RES-HR	Age 100
Facilities	Iron Key Logs	RES-ICT	1 year From last entry in log
Facilities	Telephony - administration	RES-ICT	3 Years

Information Management	Guidance and policies	RES-IT	First Review (25 Years)
Information Management	Process Management - Including Starters and Leavers	RES-IT	6 Years
Information Management	Project administration (not corporate projects)	RES-IT	6 Years
Information Management	System Management - Configuration and Change logs	RES-IT	6 Years
Information Management - General Management	General administrative records, including routine correspondence relating to the provision of information management services	RES-IT	3 Years
Information Management - General Management	Records relating to the development, implementation and review of information management policy	RES-IT	Second Review (30 Years)
Record Disposals	copies of catalogues/lists of records transferred to the PRO or place of deposit	RES-IT	3 Years
Record Disposals	Correspondence and papers relating to the compilation of disposal schedules	RES-IT	10 Years
Record Disposals	Disposal schedules	RES-IT	Permanent
Record Disposals	Documentation on presentation under section 3(6) of the Public Records Act 1958	RES-IT	6 Years

Record Disposals	Lists, certificates, docket books or databases of records destroyed	RES-IT	Permanent
Record Disposals	Retrieval of records from the National Archives	RES-IT	3 Years
Record Disposals	Review lists, including information from systems such as DRUID	RES-IT	6 Years
Record Keeping	Applications to the Lord Chancellor for the retention of records under section 3(4) of the Public Records Act 1958 and related correspondence	RES-IT	10 Years
Record Keeping	Documentation of record series (zero files)	RES-IT	Permanent
Record Keeping	Documentation on application by departments for variations to the thirty year rule	RES-IT	3 Years
Record Keeping	Information surveys, records audits and registry inspections for instance HMIP and HMIC	RES-IT	6 Years
Record Keeping	Records relating to file movements	RES-IT	3 Years
Record Keeping	Records relating to services provided to the rest of the department/agency	RES-IT	6 Years
Records Storage	Security of records	RES-IT	6 Years



Facilities	Fleet Management	RES-Procurement	3 Years
Facilities	Fleet Mileage	RES-Procurement	3 Years
Facilities	Quotations - successful	RES-Procurement	6 Years
Facilities	Quotations - unsuccessful	RES-Procurement	3 Years
Corporate Security	Including risk register	RES-SEC	6 Years
Crypto		RES-SEC	6 Years
PNC Checks		RES-SEC	6 Years
Security	Guidance and policy	RES-SEC	First Review (25 Years)
Security Advice	Including document review and risk assessments	RES-SEC	3 Years
Security Procedure Management	Includes unexpected visitors, security breaches, iron keys, incident reports, Police National Computer requests, Brent Fax, Visitor Management, Security Actions Database, Security Alert States, At Risk Staff, DVLA registrations, and Security Inspections.	RES-SEC	6 Years

Security Reporting	Including compliance, Home Office returns, security alert responses	RES-SEC	3 Years
Policy - External Workstream	Managing Change	S&I-POL	First Review (25 Years)
Policy - External Workstream	Policies, process and guidance	S&I-POL	First Review (25 Years)
Policy - External Workstream	Reporting	S&I-POL	Review at 10 Years
Policy - External Workstream	Stakeholder engagement	S&I-POL	First Review (25 Years)
Policy - External Workstream	Thematic Interest - Recourses	S&I-POL	Review at 10 Years
Policy - Internal Workstream	Managing Change	S&I-POL	6 Years
Policy - Internal Workstream	Policies, process and guidance	S&I-POL	6 Years
Policy - Internal Workstream	Reporting	S&I-POL	6 Years
Policy - Internal Workstream	Stakeholder engagement	S&I-POL	6 Years
Policy - Internal Workstream	Thematic Interest - Recourses	S&I-POL	Review at 10 Years
Policy - Workstream Governance	Refer to project management	S&I-POL	

Research - Workstream	Including raw data, analysis, and outputs (briefings, reports, and presentations).	SBID-RES	Review at 10 Years
Audit	All documents relating to the internal and external audit process	SBID-SPA	6 Years
Business Continuity	Incident Reports	SBID-SPA	6 Years
Business Continuity	Policies and guidance	SBID-SPA	First Review (25 Years)
Corporate Planning	Documentation related to the planning process.	SBID-SPA	10 Years
Directorate Planning	Documentation related to the planning process.	SBID-SPA	3 Years
Operations Capacity Models	Resource planning	SBID-SPA	10 Years
Performance Management	Monthly reporting	SBID-SPA	3 Years
Performance Management	Yearly reporting	SBID-SPA	10 Years
Project Management	Outputs - documentation relating to the product or service achieved via the project.	SBID-SPA	See retention policy relating to that output.
Project Management	Project administration, including PID, Feasibility studies, plans, project board meetings, reports etc.	SBID-SPA	10 Years
Quality Assurance		SBID-SPA	6 Years

Risk Management		SBID-SPA	6 Years
Strategic Reviews	External reviews of IPCC performance	SBID-SPA	10 Years
Staff Administration - Employment and Career	Recruitment, appointment and/or promotion board selection papers		See job applications etc.
Multimedia files	Photos and videos used in corporate communications materials such as leaflets, internal and external publications as well as videos created and/or edited	Comms	Five years - review of files older than five years every six months
External website	the external website hosts personal data in investigation statements/reports as well as corporate and research material	Comms	The website content is managed by the publication Policy, which states that investigation material will be deleted from the site six months after findings are published. Research and anonymised investigation summaries are removed after five years.
Media Management system (Vuelio)	Vuelio is CRM system, for coordinating the media team's handling of communications activity and engagement with the media. It contains operational information, press statements, contact details on an organic database and subscription contact database.	Comms	There will be rolling assessment of all material on the system that is ten years or older to ascertain whether it is still necessary to retain it.

Social media channels	Our social media channels promote the work of the organisation and link through to content on the website	Comms	Social media content will not include any personal data
Stored news media	Copies of articles and broadcast news items	Comms	Review and deletion as appropriate every six months of files older than five years.
Admin Hub	Appeals information that comes in via the secure forms on our website and gets downloaded onto SharePoint. Within 72hrs the information is loaded onto Perito	Admin Hub	The information is kept on Sharepoint and after 72 hours is automatically deleted