Business Classification Scheme - Level 1 - Function - Business Transition Delivery Team

BCS Level 2 - Activity	BCS Level 3 - Transaction	Record Type	Description of Records	Retention Period	Disposal Action	Rationale	Vital Status	Owner
Portfolio Management Office (PMO)	Portfolio Management	Portfolio Management documentation	Change Programme Update, Priority lists	Review after 5 years	Confidential Destruction	Business Need	Vital	РМО
	Programme Managem	Project Mangement documentation where BTDT is the lead	Mandates, Business Case, Risk Registers, Action Logs, EQIA's,	Review after 5 years	Review for historical value	Business Need	Vital	PMO
		Project Mangement documentation where BTDT is not the lead	Mandates, Business Case, Risk Registers, Action Logs, EQIA's,	Review after 5 years	Confidential Destruction	Business Need		PMO
Engagement and Outreach	Groups and Committees	Meetings where BTDT is the lead	Agendas, Minutes, Papers where BTDT is the lead body	Review after 5 years	Review for historical value	Business Need	Vital	PMO
		Meetings where BTDT is not the lead	Agendas, Minutes, Papers where BTDT is not the lead body	Review after 5 years	Confidential Destruction	Business Need		PMO
Financial Monitoring and Reporting		Workforce planning	Documentation relating to workforce management, including post numbers and status change forms	DESTROY - after 1 year	Confidential destruction	Business need		Head Of BTDT
Financial Transactions Management	Expenditure	Financial spending documents	Documents relating to financial spending throughout the year	DESTROY - after 2 years	Confidential destruction	Business need		SD
	Invoices	Invoice documents	Documentation relating to and including invoices	DESTROY - after 2 years	Confidential destruction	Business need		SD
	Travel claims	Staff and external representative claim forms	Documents relating to and including copies of travel and subsistence claims	DESTROY - after 1 year	Confidential destruction	Business need		Head of BTDT
		Spreadsheets and supporting documentation	Budget Bids and Settlements	5 years	Confidential Destruction	Business Need	Vital	SD

Engagement	Communications with	Weekly updates	Weekly updates on	1 year	Confidential	Business Need		PMO
with Team	staff		progress within project. Circulated by PMO to BTDT staff.		Destruction			
		Away Days	Away Day prep and minutes / notes	2 year	Confidential Destruction	Business Need		PMO
		Team Briefings - monthly	Agenda's and Minutes from monthly team briefings	2 year	Confidential Destruction	Business Need		PMO
		Bulletin entries	BTDT Monthly Bulletin entries	1 year	Confidential Destruction	Business Need		PMO
	Personnel Management	Disciplinary records	Staff Disciplinary Records	2 year	Confidential Destruction	Business Need		Head Of BTDT
		Sickness Absence	Monthly Sickness returns, copy absence and return to work forms	1 year	Confidential Destruction	Business Need		Head Of BTDT
		Performance Appraisal	PAR's	2 year	Confidential Destruction	Business Need		Head Of BTDT
		Monthly conversations	Monthly conversation templates completed by line managers	2 yrs	Confidential Destruction	Business Need		Head Of BTDT
Templates	Creation or amendment of templates	Spreadsheet		Review after 5 years	Confidential Destruction	Business Need	Vital	PMO
Accident and Incident Reporting	Accident and Incident Log	Reports	Reports of accidents and incidents in SDD rooms	DESTROY - after 1 year	Confidential destruction	Business need		Head Of BTDT
Managing Teams	Team planning	Team responsibilities	responsibilities and portfolio allocation	REVIEW - quarterly	Confidential destruction	Business need		Head Of BTDT
Recruitment	Advertising	Adverts	Internal job adverts for vacant posts	DESTROY - after 1 year	Confidential destruction	Business need		Head Of BTDT
		Job Descriptions	Job descriptions and person specifications	DESTROY - after 1 year	Confidential destruction	Business need		Head Of BTDT

	Applications	Feedback reports	Written feedback provided to candidates	DESTROY- on completion of recruitment	Confidential destruction	Business need		Head Of BTDT
	Authorisation and approval	Business Case forms	Completed business cases relating to staff recruitment	DESTROY - after 1 year	Confidential destruction	Business need		Head Of BTDT
Records Management	Physical records management	_	Database of all paper and electronic files kept in BTDT	REVIEW - quarterly	Retain for operational purposes	Business need	Vital	РМО
		Records Management reviews	Documentation relating to the review of records held in BTDT	REVIEW - quarterly	Retain for operational purposes	Business need	Vital	РМО
	Retention and disposal		Documentation relating to the disposal of BTDT records	REVIEW - quarterly	Retain for operational purposes	Business need	Vital	PMO
		Retention and disposals schedules	Documentation detailing recommended retention periods for records	REVIEW - annually	Retain for operational purposes	Business need		Head Of BTDT
Risk Management	Risk assessment	Risk register	Spreadsheet detailing risks for BTDT and actions to be taken	REVIEW - quarterly, then destroy once superseded	Recycle/delete electronic record	Business need		РМО

Business Classification Scheme - Level 1 - Function - OFFICE SERVICES

BCS Level 2 - Activity	BCS Level 3 - Transaction	Record Type	Description of Records	Retention Period	Disposal Action	Rationale	Vital Status	Owner
Duties	In House Printing	Administrative	IHP Stats - log in of all workload which calculates the amount of	Retain for 3 years and destroy thereafter.	Confidential Destruction	Operational Requirement	Vital	OFS Staff
	In House Printing	Administrative	IHP templates - regular templates used by	Review annually and destroy once	Confidential Destruction	Operational Requirement	Vital	OFS Staff
Desk Instructions	Office Services	Administrative	All desk instructions for all different roles within Office Services Team	Review annually and destroy once	Confidential Destruction	Operational Requirement	Vital	Office Services Manager
Templates	Office Services	Administrative	Templates for printing, address labels etc	Review annually and destroy once	Confidential Destruction	Operational Requirement	Vital	Office Services Manager
Facilities Management	Fire Safety	Administrative	Fire Evac Instructions and fire warden details	Review quarterly and destroy once	Confidential Destruction	Operational Requirement	Vital	Office Services Manager
	Fire Safety	Administrative	Fire Drill reports	Retain for 3 years and destroy thereafter.	Confidential Destruction	Operational Requirement	Vital	
	First Aid	Administrative	First aider list, expiry dates, first aider signs	Review quarterly and destroy once	Confidential Destruction	Operational Requirement	Vital	Office Services Manager
	TV Licence	Administrative	TV Licence renewals for all office (where applicable)	Review annually and destroy once	Confidential Destruction	Operational Requirement	Vital	Office Services Manager
	Cleaning Audits	Administrative	Conduct monthly cleaning audits with area manager (Arthur Mckay)	Retain for 1 year and destroy thereafter.	Confidential Destruction	Operational Requirement	Vital	Office Services Manager
	Excel Vending	Administrative	Templates for claiming money back from vending machines	Review quarterly and destroy once	Confidential Destruction	Operational Requirement	Vital	Office Services Manager
	Small Works Projects	Administrative	Retain paperwork relating to projects to monitor warranty period	Retain for 3 years and destroy thereafter.	Confidential Destruction	Operational Requirement	Vital	Office Services Manager

	Health and Safety	Administrative	Quarterly H&S returns	Retain for 3 years and	Confidential Destruction	Operational	Vital	Office
			for all offices	destroy thereafter.		Requirement		Services Manager
	CO Maintenance	Administrative	Correspondence relating to maintenance within all offices (Arthur McKay)	Retain for 3 years and destroy thereafter.	Confidential Destruction	Operational Requirement	Vital	Office Services Manager
	Miscellaneous	Administrative	Posters and signage for all offices	Review quarterly and destroy once	Confidential Destruction	Operational Requirement	Vital	Office Services Manager
Engagement with Team	Office Services	Administrative	Agendas and minutes of team meetings within Office Services	Retain for 1 year and destroy thereafter.	Confidential Destruction	Operational Requirement	Vital	Office Services Manager
Managing Teams	Office Services	Administrative	Leave sheets	Retain for 1 year and destroy thereafter.	Confidential Destruction	Operational Requirement	Vital	Office Services Manager
	Office Services	Administrative	Blank sick forms and PAR forms	Retain for 3 years and destroy thereafter.	Confidential Destruction	Operational Requirement	Vital	Office Services Manager
Miscellaneous	Office Services	Administrative	Photographs of employees for staff ID passes and trainee	Retain for 3 years and destroy thereafter.	Confidential Destruction	Operational Requirement	Vital	Office Services Manager
Printers	Office Services	Administrative	List of all photocopiers and printers within offices	Review annually and destroy once superceded.	Confidential Destruction	Operational Requirement	Vital	Office Services Manager
Security	Office Services	Administrative	Letters to ADT (alarm company) with key holder information and	Review every 6 months and destroy once superceded.	Confidential Destruction	Operational Requirement	Vital	Office Services Manager
	Office Services	Administrative	Review and security incident reports for all offices	Retain for 3 years and destroy thereafter.	Confidential Destruction	Operational Requirement	Vital	Office Services Manager
	Office Services	Administrative	Baseline security audit for all offices	Retain for 5 years and destroy thereafter.	Confidential Destruction	Operational Requirement	Vital	Office Services Manager
	Office Services	Administrative	Production audits for all offices (monthly/quarterly and annual)	Retain for 5 years and destroy thereafter.	Confidential Destruction	Operational Requirement	Vital	Office Services Manager

D	uties	NPU	All scanned documents placed in Power Retrieve		Confidential Destruction	Operational Requirement		Business Services Manager
		NPU	-0	Retain for 3 years and destroy thereafter.	Confidential Destruction	Operational Requirement		BSS Staff
		National Disposals	v		Confidential Destruction or High Court transfer to NRS	Operational Requirement	Vital	BSS Staff

Business (Classification	n Scheme - Lo	evel 1 - Function - L	ocal Office Adr	ministration	CORPORA	ATE OFFI	CE
BCS Level 2 - Activity	BCS Level 3 - Transaction	Record Type	Description of Records	Retention Period	Disposal Action	Rationale	Vital Status	Owner
			Audit Scotland - material in					
		Performance &	connection with their					
	Corporate Offic	operational	performance audit of the	5 years	Deleted.	Business need		Corporate Offic
			General correspondence on					
		Correspondence	range of subjects from the	5 years	Deleted.	Business need		Corporate Offic
			Policy papers and		Deleted. Archive			
			discussion on the structure		as relates to			
		Policy	of Federations	5 years	structure?	Business need		Corporate Office
			Copies of official credit card	In line with Finance				
	Finance	Receipts	receipts	retention period	Deleted.	Business need		Corporate Office
		Statistical tables	Records of performance	5 years	Deleted.	Business need		Corporate Offic
			Applications and					
		Administrative	correspondence re staff	5 years	Deleted.	Business need		Corporate Office
			copies of civil service					
		Reports and	people survey questions					
		policy	and results, together witrh	5 years	Deleted.	Business need		Corporate Offic
			Papers, agendas and					
		Board Papers	minutes of Woman on	7 years	Deleted	Business need		Corporate Office
			Papers concerning review					
			of governance in COPFS and					
		Policy	terms of reference for	7 years	Archive?	Business need		Corporate Office
		Planning	Drafts and contributions to	5 years	Archive?	Business need		
			Copies of Audit Reports and					
		Audit Reports	correspondence thereon	7 years	Deleted.	Business need		Corporate Office
		Commissions and	Copies of Procurator Fiscal					
		statements of	commissions and					
		internal control	statements of internal	7 years	Deleted	Business need		Corporate Offic
			Papers for Criminal Justice					
		Meeting papers	Disability Board meetings	5 Years	Deleted	Business need		Corporate Office

		Reports and	Reports from Inspectorate	5 years	Deleted	Business need	Corporate Office
			Budget submissions and				
	Finance	Budget	materials, details of	5 years	Deleted	Business need	Corporate Office
			Bookings for conferences,				
			papers presented by COPFS				
		Conferences	& papers re conferences	5years	Deleted	Business need	Corporate Office
			nominations, advice and				
			papers in connection with				
		Awards	annual Excellence Award	7 years	Deleted	Business need	Corporate Office
			approvals for Non				
		Contracts	competitive contract	5 years	Deleted	Business need	Corporate Office
			copies of business plans and				
		Business Plans	budget proposals submitted	5 years	Deleted	Business need	Corporate Office
			letters and background				
		Complaints	papers in connection with	5 years	Deleted	Business need	Corporate Office
			copies of risk register,				
			action plans and risk				
		Risk management	interrogation	5 years	Deleted	Business need	Corporate Office
			Miscellaneous papers re				
		Administrative	operation of Corporate	3 Years	Deleted	Business need	Corporate Office
Personnel							
matters					5		
			Details of employment				
		Personal details	history of Advocate	7 years	Deleted	Business need	Corporate Office
		Recruitment	Internal advertisements for	5 Years	Deleted	Business need	Corporate Office
		Contracts	SCS staff contracts	5 Years	Deleted	Business need	Corporate Office
			Appointment letters and				
		Recruiitment	appraisal forms for Non-	5 Years	Deleted	Business need	Corporate Office
		Appraisal forms	Appraisal forms for senior	5 years	Deleted	Business need	Corporate Office
		Nominations	nominations forms for				
		forms and	hounours, minutes of	7 years	Deleted	Business need	Corporate Office

		Register of	Guidance and material on				
		interests	register of interests and	7 years	Deleted	Business need	Corporate Office
			Tables showing staff in post				
		Tables	in Corporate Office	5 Years	Deleted	Business need	Corporate Office
Meetings							
		Agendas, minutes	Agenda , minutes and				
	Governance	& papers	papers for Audit & Risk	5 years	Archive?	Business need	Corporate Office
		Agendas, minutes	Agenda , minutes and				
		& papers	papers for meetings with	5 years	Archive?	Business need	Corporate Office
		Agendas, minutes	Papers etc for meetings				
	Governance	& papers	with Law Officers and Law	5 years	Archive?	Business need	Corporate Office
			Records of monthly				
		notes of meetings	conversations with senior	5 years	Deleted	Business need	Corporate Office
		Briefings and	Material used in office visits				
		presentations	by Crown Agent	5 years	Deleted	Business need	Corporate Office
		agendas, minutes	agendas, minutes and				
		& papers	papers for meetings with	5 years	Deleted	Business need	Corporate Office
		Agendas and	Agendas, papers and				
		papers	presentations for Senior	5 years	Deleted	Business need	Corporate Office
			Agenda , minutes and				
			papers for Executive Board	Retain Executive			
			Resources Committee,	Board papers.	Transfer to		
		Agendas, minutes	Businmess Improvement	Dispose of others	National		
	Governance	& papers	Committee and Operational	after 5 years	Archives	Business need	Corporate Office
			Agendas, minutes and				
			papers of Business Services				
			Delivery Group, Finance				
			Management Group Risk				
			Management Group,				
		Agendas, minutes	Human Resources Group,				
	Governace	and papers	Information Systems Group,	5 Years	Deleted	Business need	Corporate Office

Γ			papers and policy advice re				
			creation of Inspectorate of				
			Prosecution, IAP	Review and dispose			
		Historic papers	presentation, old strategic	of if over 5 years old	Deleted	Business need	Corporate Office

Business Classification Scheme - Level 1 - Function - Local Office Administration

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BCS Level 2 -	BCS Level 3 -							
Activity	Transaction	Record Type	Description of Records	Retention Period	Disposal Action	Rationale	Vital Status	Owner
					Retain for operational	. .		
	Administration	Administrative	Staffing details for BCP	Permanent	purposes	Business nee	d	EP Management
			Enguiry Point Peak	DESTROY – once administrative use				
	Administration	Administrative	Holiday Leave Sheet	is concluded	Booyclo	Business nee	d	ED Management
	Administration	Administrative	Holiday Leave Sheet		Recycle Retain for operational	Business nee	a	EP Management
	Administration	Administrative	Scanned Documents	Permanent	purposes	Business nee	d	EP Management
	Auministration	Automistrative	Attendance	rennanent			u	
	A due in intration	A ducinic tuctive		Destroy 1 year	Destruction	Dusinggenera		
	Administration	Administrative	Management	Destroy - 1 year	Destruction	Business nee		EP Management
	Administration	Administrative	Staff Leave Sheets	Destroy - 1 year	Destruction	Business nee		EP Management
	Administration	Administrative	Oriador Rotas	Destroy - 1 year	Destruction	Business nee		EP Management
	Administration	Administrative	Probation Reports	Destroy - 1 year	Destruction	Business nee	d	EP Management
					Retain for operational			
	Administration	Administrative	Office Phone Numbers	Permanent	purposes	Business nee	d	EP Management
	Administration	Administrative	Performance Appraisals	Destroy - 1 year	Destruction	Business nee	d	EP Management
	/ anninseration		EP Phone Number		Retain for operational		u	
	Administration	Administrative	Backup	Permanent	purposes	Business nee	d	EP Management
	Auministration	Automistrative	Glasgow Solemn	rennanent		Dusiness nee	u	
			e e		Retain for operational			
	Administration	Administrative	Disposals 2001- 2010	Permanent	purposes	Business nee	a 1	EP Management
				Currently being				
				determined -		Business		
	Enquiries	Recordings	Telephone calls	possibly 6 months	Confidential destruction	need		EP Management
	Linguines		E-mails to Enquiry Point			Business		
		Administrative	mailbox	2	Confidential destruction	need		ED Management
	+	Automistrative				neeu		EP Management

Business Classification Scheme - Finance Division

BCS Level 2 -	BCS Level 3 -							
Activity	Transaction	Record Type	Description of Records	Retention Period	Disposal Action	Rationale	Vital Status	Owner
							VITAL for 2 years	
			Duly authorised supplier		Confidential		after financial year	
Expenditure	Expenditure	services	invoices	Destroy after 7 years	destruction	Business need	end	Finance
							VITAL for 2 years	
			Citation and evidence of		Confidential		after financial year	
		claims	amounts claimed	Destroy after 7 years	destruction	Business need	end	Finance
							VITAL for 2 years	
			Authorised claim form and		Confidential		after financial year	
		claims	receipts where appropriate	Destroy after 7 years	destruction	Business need	end	Finance
			Bank statements,				VITAL for 2 years	
			unpresented cheques,		Confidential		after financial year	
Banking	Banking	transactions	bank correspondence	Destroy after 7 years	destruction	Business need	end	Finance
			Batch control records,				VITAL for 2 years	
			payment listings and BACS		Confidential		after financial year	
		authorisations	reports	Destroy after 7 years	destruction	Business need	end	Finance
		Direct	Evidence to support				VITAL for 2 years	
			monies received, emails,		Confidential		after financial year	
		received	remittances	Destroy after 7 years	destruction	Business need	end	Finance
			deduction of funds from					
			bank account, e.g.				VITAL for 2 years	
			invoices, payment		Confidential		after financial year	
		Direct Debits	agreements	Destroy after 7 years	destruction	Business need	end	Finance
			Statements, receipts				VITAL for 2 years	
			where appropriate,		Confidential		after financial year	
		Credit Cards	correspondence	Destroy after 7 years	destruction	Business need	end	Finance
							VITAL for 2 years	
					Confidential		after financial year	
		Charges	Bank statements/invoices	Destroy after 7 years	destruction	Business need	end	Finance
			E2 cash reconciliation				VITAL for 2 years	
Cash	Cash		returns and receipts from		Confidential		after financial year	
Management	Management	Cash Returns	offices	Destroy after 7 years	destruction	Business need	end	Finance

Recharges	Recharges	Calculations/rech arge requests	Spreadsheets/emails, recharge rationale	Destroy after 7 years	Confidential destruction	Business need	VITAL for 2 years after financial year end	Finance
Assets	Assets	Invoices	Invoices from suppliers, new asset addion forms where appropriate	Destroy after 7 years	Confidential destruction	Business need	VITAL for 4 years after financial year end	Finance
		Disposal of Assets	Request for disposal, receipts for income, where appropriate	Destroy after 7 years	Confidential destruction	Business need	VITAL for 2 years after financial year end	Finance
Budget Management	Budget Management	Budget Review	proposal for change, publication for Autumn Budget Review (ABR) and Spring Budget Review (SBR)	Destroy after 7 years	Confidential destruction	Business need	VITAL for 2 years after financial year end	Finance
		Budget Bill	Publication of the Bill	Destroy after 10 years	Confidential destruction	SG Guidance	VITAL for 2 years after financial year end	Finance
		Business Planning Round	Submissions and final outturn	Destroy after 7 years	Confidential destruction	Business need	VITAL for 2 years after financial year end	Finance
		Draft Budget	budget requirements for inclusion in SG future budget requirements	Destroy after 7 years	Confidential destruction	Business need	VITAL for 2 years after financial year end	Finance
		Corporate Finance Review	Monitoring meeting reports	Destroy after 7 years	Confidential destruction	Business need	VITAL for 2 years after financial year end	Finance
Annual Accounts	Annual Accounts	Working Papers	Accruals, prepayments, provisions, Asset splits, Contingent liabilities	Destroy after 7 years	Confidential destruction	Business need	VITAL for 2 years after financial year end	Finance
		Returns	Correspondence regarding annual report and statistics	Destroy after 7 years	Confidential destruction	Business need	VITAL for 2 years after financial year end	Finance
		MyCSP	Correspondence and returns	Destroy after 7 years	Confidential destruction	Business need	VITAL for 2 years after financial year end	Finance

							VITAL for 2 years	
					Confidential		after financial year	
		FReM	FReM and checklist	Destroy after 7 years	destruction	Business need	end	Finance
			Correspondence, internal					
			report, annual report,				VITAL for 2 years	
			management letter, letter		Confidential		after financial year	
		Audit	of representation	Destroy after 7 years	destruction	Business need	end	Finance
							VITAL for 2 years	
		Financial			Confidential		after financial year	
		statements	All drafts	Destroy after 7 years	destruction	Business need	end	Finance
							VITAL for 2 years	
		Financial					after financial year	
		statements	Published Accounts	Do not destroy	N/A	Business need	end	Finance
			Consolidation pack and				VITAL for 2 years	
		Consolidation to	related guidance and		Confidential		after financial year	
		SG Accounts	correspondence	Destroy after 7 years	destruction	Business need	end	Finance
			documentation and		Confidential		VITAL for 2 years	
Procurement	Procurement	Contracts	contracts	Destroy after 7 years	destruction	Business need	after contract end	Finance/SG
		Contract	Change requests and		Confidential		VITAL for 2 years	Finance /Contract
		management	controls	Destroy after 7 years	destruction	Business need	after contract end	manager
		Service Level						
		Agreements			Confidential		VITAL for 2 years	Finance /Contract
		(SLA)	Final SLA	Destroy after 7 years	destruction	Business need	after contract end	manager
		Understanding						
		(MOU) and			Confidential		VITAL for 2 years	Finance /Contract
		Terms of	Final MOU/TOR	Destroy after 7 years	destruction	Business need	after contract end	manager
			Unsuccessful tenders,					
		Unsuccessful	letters of rejection and any		Confidential		VITAL for 2 years	Finance/ Contract
		tenders	other correspondence	Destroy after 1 year	destruction	Business need	after contract end	Manager/ SG
			Calulations and returns to		Confidential		VITAL for 2 years	
VAT	VAT	VAT returns	HMRC	Destroy after 7 years	destruction	Business need	after contract end	Finance
			consultants, calculations					
			and adjustments to VAT		Confidential		VITAL for 2 years	
		Advice	returns	Destroy after 7 years	destruction	Business need	after contract end	Finance

General	General	Forms and templates	Finance forms and templates	when documents are refreshed	Confidential destruction	Business need	VITAL whilst valid	Finance
		Formo and	Finance forms and	Destroy obsolete	Confidential			
		Business Continuity Plan	Department business continuity plan	Destroy obsolete when documents are refreshed	Confidential destruction	Business need	VITAL whilst valid	Finance
		Risk Management	Department risk register	Destroy obsolete when documents are refreshed	Confidential destruction	Business need	VITAL whilst valid	Finance
		Guidance	Guidance to internal staff	Destroy obsolete when documents are refreshed	Confidential destruction	Business need	VITAL whilst valid	Finance
		Desk Instructions	Desk Notes for staff to refer to in the course of conducting their duties	Destroy obsolete when documents are refreshed	Confidential destruction	Business need	VITAL whilst valid	Finance
		Policies	Established and agreed policies	Destroy obsolete when documents are refreshed	Confidential destruction	Business need	VITAL whilst valid	Finance
		Certificates of Assurance	Divisional Heads Assurance Statements and checklists	Destroy after 7 years	Confidential destruction	Business need	VITAL for 2 years after financial year end	Finance
Governance	Governance	Signatories	Specimen Signatures	Destroy after 7 years	Confidential destruction	Business need	VITAL for 2 years after financial year end	Finance
FOI	Freedom of Information (FOI)	FOI requests and responses	and reports to back up response, original request and response sent to FOI unit/department	Destroy after 7 years	Confidential destruction	Reference		Finance

Business Classification Scheme - Level 1 - Function - Health and Safety Team

BCS Level 2 -	BCS Level 3 -							
Activity	Transaction	Record Type	Description of Records	Retention Period	Disposal Action	Rationale	Vital Status	Owner
		Accident	Reports of accidents and		Confidential			
	Accident and	incident reports	incidents for staff and		destruction			
	Incident		visitors - Evolution					Health and Safety
lonitoring	Reporting		accident incident reporting	10 years		SI 2013/1471 (s12)	VITAL	Team
	Accident and	RIDDOR (2013)	Accidents reportable to		Confidential			
	Incident		Health and Safety		destruction			Health and Safety
	Reporting		Executive also on an	10 years		SI 2013/1471 (s12)	VITAL	Team
		Health and	Electronic checklist to		Confidential			
		Safety audits	ensure we maintain a safe		destruction			
		and quarterly	workplace for all staff as					
	Auditing and	inspections	per the Employers duty of			Health and Safety at		Health and Safety
	Inspections		care to their employees - 3	10 years		Work etc Act 1974		Team
		Health and	Table to monitor and		Confidential			
		Safety audits	review issues raised during		destruction			
	Auditing and	and quarterly	the health and safety audit			Health and Safety at		Health and Safety
	Inspections	inspections	programme by way of an	10 years		Work etc Act 1974		Team
		Risk	New and expectant		Confidential			
		assessments	mothers, Work experience,		destruction	Management of Health		
	Risk		Working from home,			and Safety at Work		Health and Safety
	Assessment		Personal emergency	10 years		Regulations 1999.		Team
		Risk	Tables created to monitor		Confidential	Management of Health		
	Risk	assessments	and review issues raised		destruction	and Safety at Work		Health and Safety
	Assessment		during the risk	10 years		Regulations 1999.		Team
		Health record -	Spreadsheet to monitor		Confidential			
	Occupational	Spreadsheet	items recommended and		destruction			
	Health	-	purchased as a result of an	40 years		HSE guidance		
		Health and	Electronic copy of		Retain for			
		Safety Policy	Statement of intent, Roles		Business			
			and responsibilities of		purposes			
olicy and	Policy		individuals and			Health and Safety at		Health and Safety
uidance	Documents		arrangements, systems	Permanent		Work etc Act 1974		Team
	Publications	Health and	Leaflets for information to	when leaflet is	Retain for	Health and Safety at		Health and Safety
	& Guidance	Safety guidance	staff on all matters of	reviewed	Business	Work etc Act 1974		Team

	Attendance at	Corporate and	Electronic copies of		Confidential	Safety Representatives	
Engagement	groups or	local Health and	committee minutes and		destruction	and Safety Committees	Health and Safety
with Others	committees	Safety	agendas	5 Years		Regulations 1977	Team
	Development -	Health and	Mandatory E Learning		Confidential		
Learning and	online	Safety Training	modules		destruction	Health and Safety at	Health and Safety
Development	training	records		5 Years		Work etc Act 1974	Team

Business Classification Scheme - Level 1 - Function - Human Resources

BCS Level 2 - Activity	BCS Level 3 - Transaction	Record Type	Description of Records	Retention Period	Disposal Action	Rationale	Vital Status	Owner
		Ad Hoc Reports from Snowdrop & Business Objects	Reports produced from HR systems when requests received for staffing info	6 months	Confidential Destruction	Business Need		MI Team
		Timesheet Reports	Excel Downloads of overtime etc from pay system	5 years	Confidential Destruction	Business Need		MI Team
		Quarterly Absence Reporting	Quarterly report sent to Cabinet Office on absence figures	3 years	Confidential Destruction	Business Need		MI Team
		Annual staffing surveys	Annual report sent to ONS on staffing figures	5 years	Confidential Destruction	Business Need		MI Team
	-	Staffing	Quarterly report sent to ONS on staffing figures	3 years	Confidential Destruction	Business Need		MI Team
		Union Requests	Ad Hoc requests for staffing information etc from Trade Unions	1 year	Confidential Destruction	Business Need		MI Team
	Management	Quarterly Verifications	Verification of records between HR and Payroll systems	2 years	Confidential Destruction	Business Need		MI Team
	Information	Secondments	Electronic breakdown of costs to invoice OGDs for	1 year plus current financial year	Confidential Destruction	Business Need		MI Team
]	Papers for Management Board meetings	Reports produced for senior management with HR Information	1 year if no need for further retention	Confidential Destruction	Business Need		MI Team
		Absence stats verifications	Comparison of flexi system and HR system in relation to sick absences	1 year	Confidential Destruction	Business Need		MI Team

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	Flexi administration	Lists of flexi passes which have been issued and confirmation of destruction of passes for leavers	3 years	Confidential Destruction	Business Need	MI Team
	Staff in Post	Download of all staff information	TBC	Confidential Destruction		MI Team
	Staff in Post	Record of staffing numbers	Permanent	Confidential Destruction	Historical Value	MI Team
	Monthly Absence Stats	Stats taken from HR System monthly relating to number of absences	6 years	Confidential Destruction	Business Need	MI Team
	Disciplinary Information	Disciplinary case papers – investigation notes, letters etc	3 years after last action	Confidential Destruction	Business Need	Operations Team
		Disciplinary case papers where the outcome has led to change of terms and conditions	Until Age 72	Confidential Destruction	Business Need	Operations Team
	Disclosure	Disclosure forms	,	Confidential Destruction	Business Need	Operations Team
		Disclosure paperwork (application, covering letters etc)	Remove once disclosure certificate is obtained	Confidential Destruction	Business Need	Operations Team
	Performance Appraisals	Annual assessments	Held electronically for 5 years	Confidential Destruction	Business Need	Operations Team
	Special Leave	requests and associated paperwork	4 years	Confidential Destruction		Operations Team
		Special leave with no pay	100 years	Confidential Destruction	Business Need	Operations Team
	hours	Change of hours papers	Until age 100	Confidential Destruction	Business Need	Operations Team
	Salary Advances		6 years after repayment	Confidential Destruction	Business Need	Operations Team
		Salary Sacrifice papers for Cycle to Work Scheme	Until age 100	Confidential Destruction	Business Need	Operations Team

	Salary Sacrifice papers for Child Care Voucher Scheme	Until age 100	Confidential Destruction	Business Need	Operations Team
Pay Forms	Overtime Claims	6 years	Confidential Destruction	Business Need	Operations Team
	Travel Time forms	6 years	Confidential Destruction	Business Need	Operations Team
Pay reports	Pay checking reports, Not held in personal files, these are documents used by Team Leader to check salaries etc	6 years	Confidential Destruction	Business Need	Operations Team
	Salary sign off reports	6 years	Confidential Destruction	Business Need	Operations Team
	P60s	6 years	Confidential Destruction	Business Need	Operations Team
	Temporary promotion action sheets	Age 100	Confidential Destruction	Business Need	Operations Team
	Any paperwork in regard to pension	_	Confidential Destruction	Business Need	Operations Team
	Accounting Officer Certificate and supporting documentation	100 years	Confidential Destruction	Business Need	Operations Team
	Pension Reconciliation Statements	100 years	Confidential Destruction	Business Need	Operations Team
	Recorded Delivery slips	6 months	Confidential Destruction	Business Need	Operations Team
	Probation paperwork	5 years	Confidential Destruction	Business Need	Operations Team
	Long Service Award papers	100 years	Confidential Destruction	Business Need	Operations Team
		6 years	Confidential Destruction	Business Need	Operations Team
	Manual record cards for previous employees	Until age 100		Business Need	Operations Team
	Disciplinary/Grievance Register	ТВС	Confidential Electronic Destruction	Business Need	Operations Team
	Federation Spreadsheets with box markings	5 years	Confidential Electronic Destruction	Business Need	Operations Team
	Earnings Arrestment paperwork	Age 100	Confidential Electronic Destruction	Business Need	Operations Team
	BACS recall/Albacs	6 years	Confidential Electronic Destruction	Business Need	Operations Team

Child Care Voucher spreadsheets	6 years	Confidential Electronic Destruction	Business Need	Operations Team
Basic Earnings Assessments for Child Care Vouchers	6 years	Confidential Electronic Destruction	Business Need	Operations Team
Cycle To Work scheme spreadsheets (will also details P11d information 2014 scheme onwards)	6 years	Confidential Electronic Destruction	Business Need	Operations Team
HMRC information (Pay Settlement Agreement i.e. relocation reports, invoices etc)	Paper copy kept too in HMRC folder		Business Need	Operations Team
Overpayment record spreadsheets	6 years	Confidential Electronic Destruction	Business Need	Operations Team
Pay prints from Webshares	6 years	Confidential Destruction	Business Need	Operations Team
Trainee expense records	6 years	Confidential Destruction	Business Need	Operations Team
Pay reference number spreadsheet	1 year plus current financial year	Confidential Electronic Destruction	Business Need	Operations Team
Industrial Action spreadsheets	1 year plus current financial year	Confidential Electronic Destruction	Business Need	Operations Team
Pay deal spreadsheets	6 years	Confidential Electronic Destruction	Business Need	Operations Team
2013 Auto enrolment reports	Age 100	Confidential Destruction	Business Need	Operations Team
2015 Pension scheme reports	Age 100 These haven't fully been done yet but will be done over the next few months	Confidential Destruction	Business Nood	Operations Team

		Data Cleanse Reports	Age 100 These			
			are also kept in			
			paper format for			
			checking	O sufision tist. De standation	Dusing a Negal	
			paipoooo	Confidential Destruction		Operations Team
		Contracts (hard copy)	5	Confidential Destruction	Business Need	Operations Team
		(Hard Copy) New entrant	Until Age 100			
		Application form -				
		successful		Confidential Destruction	Business Need	Operations Team
		Front cover verification	Age 100			
		check sheet and new				
		entrant check list (destroy				
		this when file handed				
		over?		Confidential Destruction	Business Need	Operations Team
			6 years	Confidential Destruction	Dusiness Need	On craticina Talam
		declaration	•	Confidential Destruction	Business Need	Operations Team
			6 years	Confidential Destruction	Rusinasa Naad	Operations Team
		declaration	0 (1	Connidential Destruction	Busilless Need	Operations ream
		Working Time Directive opt				
		out from	opting out or no	Confidential Destruction	Business Need	Operations Team
			longor applied		Business Need	
		Deployment info	Change form	Confidential Destruction	Business Need	Operations Team
		Interface Error Reports	age 100 years	Confidential Destruction		Operations Team
		•	Age 100			
		· · · · · ·	Age 100	Confidential Destruction		Operations Team
		Budget post spreadsheet	5 years		Business Need	Operations Team
		Commissions	TBC	Confidential Destruction	Business Need	Operations Team
	Vicarious	e-mail correspondence	Until age 100			
	Trauma	(regarding potential VT				
		referral or in regard to VT				
		report)		Confidential Destruction	Business Need	Operations Team
Operations	Vicarious	referral – paper and	Until age 100			
Team	Trauma	electronic		Confidential Destruction	Business Need	Operations Team
	Vicarious	report – paper and	Until Age 100			
	Trauma	electronic		Confidential Destruction	Business Need	Operations Team
	Vicarious	spreadsheet (containing	Until individual is			
	Trauma	record of all referrals)	aged 72 years	Confidential Destruction	Business Need	Operations Team

 Welfare	Critical incidents	e.g. Stockline, Clutha Bar	Until age 100	Confidential Destruction	Business Need	Ian Hanlon
Welfare		Mediation cases	3 years	Confidential Destruction	Business Need	lan Hanlon
	Attendance Management	absence notification forms (E9)	4 years	Confidential Destruction	Business Need	Operations Tea
	Attendance Management	return to work discussion forms (E9A)	4 years	Confidential Destruction	Business Need	Operations Tea
	Attendance Management	medical certificates (Fit Notes) / self certs – non injury at work	4 years	Confidential Destruction	Business Need	Operations Tea
	Attendance Management	medical certificates (Fit Notes) / self certs – injury at work	6 years	Confidential Destruction	Business Need	Operations Tea
	Attendance	half pay letters	Until age 100	Confidential Destruction	Business Need	Operations Tea
	Attendance	no pay letters	Until age 100	Confidential Destruction	Business Need	Operations Tea
	Attendance	SSP expired letter	Until age 100	Confidential Destruction	Business Need	Operations Tea
	Attendance	SPPR letters (soon)	Until age 100	Confidential Destruction	Business Need	Operations Tea
	Attendance Management	overpayment documentation	6 years after completion	Confidential Destruction	Business Need	Operations Tea
	Attendance Management	warning letters	3 years – longer if attendance management issues are still current	Confidential Destruction	Business Need	Operations Tea
Operations Team	Attendance Management	appeal letters	3 years – longer if attendance management issues are still current	Confidential Destruction	Business Need	Operations Tea
	Attendance Management	long term absence review meeting invite letters	3 years – longer if attendance management issues are still current			
				Confidential Destruction	Business Need	Operations Tea

]	Attendance	absence – notes of	3 years – longer			
	Management	meetings	if attendance			
			management			
			issues are still			
			current			
				Confidential Destruction	Business Need	Operations Team
	Attendance	absence record on	Until age 72			
	0	snowdrop		Confidential Destruction	Business Need	Operations Team
	Attendance	notes recorded in	Until age 72 –			
	Management	snowdrop	factual notes			
			only (absence			
			cause etc)	Confidential Destruction		Operations Team
	Attendance	absence record on Logica	Until age 72	Confidential Destruction	Business Need	Operations Team
	Attendance	e-mail exchanges – saved	3 years			
	Management	in Outlook folders & hard	maximum –			
HR Advisor		copy in paper files	Only if content is			
			appropriate and			
			essential to the			
			case.	Confidential Destruction	Business Need	HR Advisor
	Attendance		3 years			
	Management	file (e.g. from a phone call)				
HR Advisor			Only if content is			
			appropriate and			
			essential to the			
			case.	Confidential Destruction	Business Need	HR Advisor
	Attendance	Occupational Health	Until age 100			
Onerstiens	Management	reports – held electronically				
Operations		and in paper files			During a Name	O
 Team Operations	A.44			Confidential Destruction	DUSINESS NEED	Operations Team
Team	Attendance	Occupational Health	3 years	Confidential Destruction	Rusiness Need	Operations Team
	Management Other 'welfare'	referral spreadsheet handwritten notes – in	2 1/2 2 72		Dusiness Neeu	
			3 years			
		paper file	maximum –			
Welfare	covered by the		Only if content is			
	above		appropriate and			
			essential to the	Confidential Destruction	Rusiness Nood	lan Hanlon
			case.	Connuential Destruction	Dualliesa Neeu	

r		-				1	
				3 years			
			in Outlook folders and hard				
	Welfare		copy in paper files	Only if content is			
	vvenare			appropriate and			
				essential to the			
				case.	Confidential Destruction	Business Need	Ian Hanlon
			compassionate transfer	3 years			
			cases – reports on shared				
	Operations		space and hard copy				
	Team		reports in paper files		Confidential Destruction	Business Need	Operations Team
			formal referrals – working	Until age 100			
			contracts and reports on				
	Operations		shared space and hard				
	Team		copy reports in paper files		Confidential Destruction	Business Need	Operations Team
			return to work plans –	12 months			
	Operations		saved in shared space and				
	Team		copies in paper files		Confidential Destruction	Business Need	Operations Team
		'staff welfare'	annual spreadsheets of all	3 years			
	Welfare	space on L	cases – held on shared				
		Drive	space		Confidential Destruction	Business Need	Ian Hanlon
			Contracts (electronic copy)	6 months			
					Confidential Destruction	Business Need	Recruitment Team
			Electronic Internal	2 years			
			Application Form	,	Confidential Destruction	Business Need	Recruitment Team
			Electronic external	2 years			
			application form		Confidential Destruction	Business Need	Recruitment Team
	—		Proof of ID	12 months			
					Confidential Destruction	Business Need	Recruitment Team
	—		Qualifications	Age 100			
			Quannoations		Confidential Destruction	Business Need	Recruitment Team
	—		Employment verification	Ago 100			
			Employment verification	Age 100	Confidential Destruction	Business Need	Recruitment Team
			check (3 year history)			Dusiness Neeu	
			Pre recruitment health	Destroy once	Confidential Destauration		
			assessment upload	complete	Confidential Destruction	Business Need	Recruitment Team
			Young workers or work	Age 100 for			
			place assessments	employees	Confidential Destruction	Business Need	Operations Team

	Working Time Opt out &				
	Secondary employment	3 years after			
	Spreadsheet	opted out or 6			
	Spreadsheet	years after it has			
		been signed	Confidential Destruction	Business Need	Operations Team
			Confidential Destruction	Dusiness Neeu	
	Job descriptions, adverts a	5			
	planning docs relating to	end of campaign	Confidential Destruction	Business Need	Recruitment Team
	recruitment campaign	0		Dusiness Need	
	Electronic Sift Record	2 years	Confidential Destruction	Business Need	Recruitment Team
	Any communications with	2 years			
	successful/unsuccessful				
	applicants i.e. invite to				
	interview letters		Confidential Destruction	Business Need	Recruitment Team
	Appeals	2 years			
			Confidential Destruction	Business Need	Recruitment Team
	Appeals summary	10 years			
	information		Confidential Destruction	Business Need	Recruitment Team
Recruitment	Summary of exercise	10 years			
			Confidential Destruction	Business Need	Recruitment Team
	Board rating form	2 years			
			Confidential Destruction	Business Need	Recruitment Team
	Board report	2 years			
		-	Confidential Destruction	Business Need	Recruitment Team
	Electronic	2 years			
	successful/unsuccessful a	t			
	interview letters		Confidential Destruction	Business Need	Recruitment Team
	Deployment info	Deployment	Confidential Destruction		
		summary – 10			
		years		Business Need	Recruitment Team
	Deployment requests &	2 years	Confidential Destruction		
	spreadsheets			Business Need	Recruitment Team
	FTA spreadsheet info	2 years			
			Confidential Destruction	Business Need	Recruitment Team
	Future applicant info	2 years			
			Confidential Destruction	Business Need	Recruitment Team

Pre recruitment stats (timescales etc) 10 years Confidential Destruction Business Need Recruitment Ter Builetin info Spreadsheet to be deleted at and of the year Confidential Destruction Business Need Recruitment Ter Recruitment update info 2 years Confidential Destruction Business Need Recruitment Ter Career break info 1 year after employee returned or left service Confidential Destruction Business Need Recruitment Ter Reserve list (applicant details) 1 year after named reserve Confidential Destruction Business Need Recruitment Ter Management meetings 1 year 1 year Confidential Destruction Business Need Recruitment Ter Names of staff who have attended training courses they have/ will attend 1 year Confidential Destruction Business Need Learning Reports from HR System on who has/ has not attended training ecurse then archive material destroyed after S years Confidential Destruction Business Need People and Learning Training course materials- legal Archived when no longer in use then archive material destroyed after Archived when hen archive material Archived when hen archive material Busin	1]	Pre recruitment	1 year			
(timescales etc.) Confidential Destruction Business Need Recruitment Teal Bulletin info Spreadsheet to be deleted at end of the year Confidential Destruction Business Need Recruitment Teal Recruitment update info 2 years Confidential Destruction Business Need Recruitment Teal Career break info 1 year after employee returned or left service Confidential Destruction Business Need Recruitment Teal Management meetings 1 year after named reserve Confidential Destruction Business Need Recruitment Teal Management meetings 1 year after named reserve Confidential Destruction Business Need Recruitment Teal Management meetings 1 year after named reserve Confidential Destruction Business Need Recruitment Teal Management meetings 1 year Confidential Destruction Business Need Learning Emails to and from staff regarding training courses they have/ will attend 5 years Confidential Destruction Business Need Learning Reports from HR System on who has/has not attended training etc 5 years Confidential Destruction Business Need Learning <td></td> <td></td> <td></td> <td></td> <td>Confidential Destruction</td> <td>Business Need</td> <td>Recruitment Team</td>					Confidential Destruction	Business Need	Recruitment Team
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be deleted at end of the year Confidential Destruction Business Need Recruitment Teal Recruitment update info 2 years Confidential Destruction Business Need Recruitment Teal Career break info 1 year after employee returned or left service 1 year after confidential Destruction Business Need Recruitment Teal Reserve list (applicant details) 1 year after named reserve Confidential Destruction Business Need Recruitment Teal Management meetings 1 year Confidential Destruction Business Need Recruitment Teal Names of staff who have stermed braining courses 5 years Confidential Destruction Business Need Recruitment Teal Reports from HR System on who has/ has not atterned training etc 5 years Confidential Destruction Business Need Learning Training courses materials- generic S years Confidential Destruction Business Need Learning Training course materials- generic Archived when no longer in use then archive material destroyed after Confidential Destruction Business Need Learning People and Learning Archived when no longer in use then archive material destroyed after				0	Confidential Destruction	business Need	Recruitment Team
end of the year Confidential Destruction Business Need Recruitment Text Recruitment update info 2 years Confidential Destruction Business Need Recruitment Text Career break info 1 year after employee returned or left service Confidential Destruction Business Need Recruitment Text Reserve list (applicant details) 1 year after named reserve Confidential Destruction Business Need Recruitment Text Management meetings 1 year Confidential Destruction Business Need Recruitment Text Management meetings 1 year Confidential Destruction Business Need Recruitment Text Management meetings 1 year Confidential Destruction Business Need Recruitment Text Management meetings 1 year Confidential Destruction Business Need Learning Emails to and from staff syars Confidential Destruction Business Need Learning Reports from HR System on who has/ has not attended training etc 5 years Confidential Destruction Business Need Learning Training course materials - destroyed after Archived When no e			Bulletin info				
Recruitment update info 2 years Confidential Destruction Business Need Recruitment Teal Career break info 1 year after employee returned or left service 1 year after Business Need Recruitment Teal Reserve list (applicant details) 1 year after named reserve Confidential Destruction Business Need Recruitment Teal Management meetings 1 year Confidential Destruction Business Need Recruitment Teal Management meetings 1 year Confidential Destruction Business Need Recruitment Teal Management meetings 1 year Confidential Destruction Business Need Recruitment Teal Management meetings 1 year Confidential Destruction Business Need Learning Emails to and from staff regaring training courses they have/ will attended 5 years Confidential Destruction Business Need Learning Reports from HR System on who has/ has not attended training etc 5 years Confidential Destruction Business Need Learning Training course material- generic - Archived when no longer in use then archive material destroyed after Confidential Destruction Business Need <td></td> <td></td> <td></td> <td></td> <td>Confidential Destruction</td> <td>Business Need</td> <td>Recruitment Team</td>					Confidential Destruction	Business Need	Recruitment Team
employee returned or left service confidential Destruction Business Need Recruitment Teel Recruitment Teel Recruitment Teel Reserve list (applicant details) 1 year after named reserve Confidential Destruction Business Need Recruitment Teel Recruitment Teel Management meetings 1 year Confidential Destruction Business Need Recruitment Teel Management meetings 1 year Confidential Destruction Business Need Recruitment Teel Reports from Har System on who has/ has not attended training courses they nave/ will attend 5 years Confidential Destruction Business Need People and Learning Reports from HR System on who has/ has not attended training etc 5 years Confidential Destruction Business Need People and Learning Training course materials - generic 5 years Confidential Destruction Business Need People and Learning Training course materials - generic 5 years Confidential Destruction Business Need People and Learning Training course materials - generic Archived when no longer in use then archive material destroyed after Confidential Destruction Business Need People and Learning People and Learning Archived when no longer in use then archive material				2 years	Confidential Destruction	Business Need	Recruitment Team
Reserve list (applicant details) 1 year after named reserve Confidential Destruction Business Need Recruitment Test named reserve Management meetings 1 year Confidential Destruction Business Need Recruitment Test named reserve Names of staff who have attended training courses 1 year Confidential Destruction Business Need Recruitment Test named reserve Emails to and from staff regarding training courses they have/ will attend 5 years Confidential Destruction Business Need People and Learning Reports from HR System on who has/ has not attended training etc 5 years Confidential Destruction Business Need People and Learning Training course materials - generic Archived when no longer in use then archive material destroyed after Syrs Confidential Destruction Business Need Learning Training course materials - legal Archived when no longer in use then archive material destroyed after byrs Confidential Destruction Business Need Learning Training course materials - legal Archived when no longer in use then archive material destroyed after People and Learning People and Learning				employee			
details) named reserve Confidential Destruction Business Need Recruitment Teal Management meetings 1 year Confidential Destruction Business Need Recruitment Teal Names of staff who have attended training courses they have/ will attend 5 years Confidential Destruction Business Need People and Learning Reports from HR System on who has/ has not attended training etc 5 years Confidential Destruction Business Need People and Learning Training course materials generic 5 years Confidential Destruction Business Need People and Learning Training course materials- generic Archived when no longer in use then archive material destroyed after Confidential Destruction Business Need People and Learning Training course materials- al Archived when no longer in use then archive material destroyed after Confidential Destruction Business Need People and Learning Training course materials- al Archived when no longer in use then archive material destroyed after Business Need People and Learning				service	Confidential Destruction	Business Need	Recruitment Team
Image: Construction Business Need Recruitment Teal Names of staff who have attended training courses 5 years Confidential Destruction Business Need People and Learning Emails to and from staff regarding training courses they have/ will attend 5 years Confidential Destruction Business Need People and Learning Reports from HR System on who has/ has not attended training etc 5 years Confidential Destruction Business Need People and Learning Training course materials - generic 5 years Confidential Destruction Business Need People and Learning Training course materials - generic 5 years Confidential Destruction Business Need People and Learning Training course materials - generic 5 years Confidential Destruction Business Need People and Learning Training course materials - generic Archived when no longer in use then archive material destroyed after Syrs Confidential Destruction Business Need People and Learning Training course materials - legal Archived when no longer in use then archive material destroyed after People and Learning People and Learning					Confidential Destruction	Business Need	Recruitment Team
attended training courses 5 years Confidential Destruction Business Need Learning Emails to and from staff regarding training courses they have/ will attend 5 years Confidential Destruction Business Need People and Learning Reports from HR System on who has/ has not attended training etc 5 years Confidential Destruction Business Need People and Learning Training course materials - generic Archived when no longer in use then archive material destroyed after 5yrs Archived when no longer in use then archive material destroyed after Business Need People and Learning Training course materials - legal Archived when no longer in use then archive material destroyed after Confidential Destruction Business Need People and Learning People and Learning People and Learning People and Learning People and Learning			Management meetings	1 year	Confidential Destruction	Business Need	Recruitment Team
Emails to and from staff regarding training courses People and they have/ will attend 5 years Confidential Destruction Business Need People and Reports from HR System on who has/ has not 5 years Confidential Destruction Business Need People and Training course materials generic 5 years Confidential Destruction Business Need People and Training course materials - generic Archived when no longer in use then archive material destroyed after Syrs Confidential Destruction Business Need People and Training course materials - legal Archived when no longer in use then archive material destroyed after Archived when no longer in use then archive material destroyed after People and People and Description End of the archive material destroyed after Archived when no longer in use then archive material destroyed after People and People and Description End of the archive material destroyed after Archived when no longer in use then archive material destroyed after People and People and	T		Names of staff who have				People and
Image: state stat			attended training courses	5 years	Confidential Destruction	Business Need	Learning
they have/ will attend 5 years Confidential Destruction Business Need Learning Reports from HR System on who has/ has not attended training etc 5 years Confidential Destruction Business Need People and Learning Training course materials - generic Archived when no longer in use then archive material destroyed after Archived when no longer in use then archive material destroyed after People and Learning People and Learning Training course materials - legal Archived when no longer in use then archive material destroyed after Confidential Destruction Business Need People and Learning							People and
on who has/ has not attended training etc 5 years Confidential Destruction Business Need People and Learning Training course materials generic Archived when no longer in use then archive material destroyed after 5yrs Archived when no longer in use then archive material destroyed after 5yrs People and Learning Training course materials - legal Archived when no longer in use then archive material destroyed after 5yrs People and Learning Description Training course materials - byrs Archived when no longer in use then archive material destroyed after 5yrs Business Need People and Learning Description Training course materials - byrs Archived when no longer in use then archive material destroyed after Business Need People and Learning Description Business Need Description Business Need People and Learning				5 years	Confidential Destruction	Business Need	
Training course materials - generic Archived when no longer in use then archive material destroyed after 5yrs People and Learning Training course materials - legal Training course materials - byrs Confidential Destruction Business Need People and Learning People and better Syrs Confidential Destruction Business Need People and Learning People and better Syrs Confidential Destruction Business Need People and Learning			on who has/ has not	5 years	Confidential Destruction	Business Need	
Image: Section of the section of th			Training course materials - generic	no longer in use then archive material			People and
legal no longer in use then archive material destroyed after Image: Comparison of the second se				5yrs	Confidential Destruction	Business Need	•
			legal	no longer in use then archive material			Deeple and
I I I I I I I I I I I I I I I I I I I					Confidential Destruction	Business Need	People and Learning

			SVQ Material				
	People and			Follows the SQA			
	Learning			rules governing			
	-			retention of			
				documents (see			
				SVQ Policy			
				attached page 9			
				and 15).			
				Exceptions			
				apply when			
				appeals or			
				grievances are			
				in progress.			
				Information held			
				on the candidate			
				trackers, award			
				achievement			
				records and			
				assessment			
				decisions will be			
				kept for 12months			
				before being			People and
					Confidential Destruction	Rusiness Need	Learning
				destroyed.		Dusiliess Neeu	
			Course Feedback	_	Confidential Destruction	Rusiness Need	People and
				5 years		Dusiness iveed	Learning
		Deligios	Policies covering all HR	Dormonant	Confidential Destruction	Business Nood	
		Policies	topics				All teams
			HR Annual leave		Confidential Electronic	Business Need	
			spreadsheets	,	Destruction		All teams
		N dimension of	Minutes from various HR	ТВС			All teams
	All Teams	Minutes	Meetings				Airteanns
				5 years -			
		501	Information collated and	perhaps longer if			
		FOI	replies sent to RIU in	response could			
			relation to FOI requests	be useful for	Confidential Destruction	Business Nood	All teams
				future FOI		Dusiness Need	

Financial		Transaction and	Monthly financial forecast				
Monitoring		forecasting	reports provided to COPFS	Financial year +	Confidential		HR LDD Budget
and Reporting	Reporting	spreadsheets	Finance Division	5 years	destruction	Business need	Holder
			Documentation relating to				
			workforce management,				
		Workforce	including post numbers	Financial year +	Confidential		Recruitment
		planning	and status change forms	5 years	destruction	Business need	Team
Financial			Assurance statements and				
Provisions	Budget	Assurance	checklist provided to	Financial year +	Confidential		HR LDD Budget
Management	management	statements	Crown Agent	5 years	destruction	Business need	Holder
			Documentation in relation				
			to HR & LDD's annual	Financial year +	Confidential		HR LDD Budget
		Budget papers	budget submission	5 years	destruction	Business need	Holder
Financial		Financial	Documents relating to				
Transactions		spending	financial spending	Financial year +	Confidential		HR LDD Budget
Management	Expenditure	documents	throughout the year	5 years	destruction	Business need	Holder
		Invoice	Documentation relating to	Financial year +	Confidential		HR LDD Budget
	Invoices	documents	and including invoices	5 years	destruction	Business need	Holder
		Staff and					
		external	Documents relating to and				
		representative	including copies of travel	Financial year +	Confidential		People and
	Travel claims	claim forms	and subsistence claims	5 years	destruction	Business need	Learning

Business Classification Scheme - IS Division

BCS Level 2 -	BCS Level 3 -			Retention				
Activity	Transaction	Record Type	Description of Records	Period	Disposal Action	Rationale	Vital Status	Owner
Systems	Data Updates	Data Changes	Documentation relating	DESTROY -	Confidential	Business		ISD
-		_	to corporate data	once system	destruction	need		
			changes	no longer used				
	Systems &	Issues	Details of issues and	REVIEW – after	Confidential	Business	VITAL	ISD
	Applications		problems raised with	2 years	destruction	need		
	Support		ISD	-				
		Requests for	Documentation relating	REVIEW – after	Confidential	Business	VITAL	ISD
		Change	to requests for change	2 years	destruction	need		
		User	Documentation relating	DESTROY -	Confidential	Business		ISD
		Administratio	to systems and	once system	destruction	need		
		n	applications user	no longer used				
	Systems	Code	Application and system	REVIEW – 5	Confidential	Business	VITAL	ISD
	Design &		code versions that	years after	destruction	need		
	Development		deliver application	system no				
	•		functionality	longer used				
		Configuration	Documentation relating	Destroy - after	Confidential	Business		ISD
			to the configuration of	1 year system	destruction	need		
			the system	no longer used				
		Design and	Documentation relating	REVIEW – 5	Confidential	Business	VITAL	ISD
		Construction	to the design and	years after	destruction	need		
			construction of systems	system no				
				longer used				
		Development	Documentation relating	REVIEW – 5	Confidential	Business		ISD
			to the development of	years after	destruction	need		
			systems and software,	system no				
			including web	longer used				
			technology					

	Quality	Documentation relating	DESTROY -	Confidential	Business		ISD
	Assurance	to formal peer review	once system	destruction	need		
		and sign-off of	no longer used				
		requirements, design,					
	De su increa de	charifications and other			Ducing		ICD
	Requirements		REVIEW – 5	Confidential	Business		ISD
		supporting requirements	-	destruction	need		
		analysis and	system no				
		specification of the	longer used				
	Specifications	business area for which Documentation relating	REVIEW – 5	Confidential	Business	VITAL	ISD
	Specifications	to the identification of				VIIAL	150
			years after	destruction	need		
		systems specifications	system no longer used				
Systems	Build &	Build and installation	DESTROY - 2	Confidential	Business	VITAL	ISD
Management	Installation	guides for systems in	years after	destruction	need		100
rianagement	Guides	operation within COPFS	system no		neeu		
	Guides		longer used				
	Case Files	Documentation relating	REVIEW – 7	Confidential	Business		ISD
		to the management of	years after	destruction	need		
		internal and external IT	system no				
		systems, including	longer used				
		policy documents,	5				
							
	Data	Documentation relating	REVIEW – 5	Confidential	Business	VITAL	ISD
	Management	to the management of	years after	destruction	need		
		specific systems data	system no				
		which includes back ups,	longer used				
	Dianagala	mirroring and systems		Dotoin for	Dusinass		ICD
	Disposals	Documentation relating	PERMANENT	Retain for	Business		ISD
		to the disposal of		operational and	need		

Hardware	Including: Storage Area	REVIEW – 5	Confidential	Business		ISD
Lists / Assets	Network, Blades,	years after	destruction	need		
	Network Devices,	system no				
	Desktops, Laptops,	longer used				
Implomentati	Tablete Servere 3C	REVIEW – 5	Confidential	Business	VITAL	ISD
Implementati	5			DUSITIESS	VIIAL	150
on	to systems	years after	destruction	need		
	implementation	system no				
	-	longer used				
Infrastructure	Documentation relating	REVIEW – 5	Confidential	Business	VITAL	ISD
	to systems	years after	destruction	need		
	infrastructure	system no				
		longer used				
Issues Logs	Summary logs of	DESTROY - 1	Confidential	Business		ISD
	systems issues	year after	destruction	need		
		system no				
		longer used				
Licences	Documentation in	REVIEW – 5	Confidential	Business	VITAL	ISD
	relation to software	years after	destruction	need		
	licensing	system no				
		longer used				

Log Files	Information about the	RETAIN – all	Confidential	Business	ISD
2091100	performance and	audit trail data	destruction	need	100
	interactions on systems				
	generated by operating				
	systems, application	the information			
	middleware, system	to which it			
	components and	refers.			
	applications	Thereafter, it			
	applications	may be			
		appropriate to			
		retain selected			
		elements of			
		this audit trail			
		data to serve			
		as a			
		destruction log			
		of the original			
		-			
Maintenance	Documentation relating	DESTROY - 2	Confidential	Business	ISD
 Network & 	to the maintenance and	years after	destruction	need	
Servers	support of the network	system no			
	and system servers	longer used			 105
Maintenance -	Documentation relating	DESTROY - 1	Confidential	Business	ISD
Systems	to the maintenance and	year after	destruction	need	
	support of software and	,			
	systems, including daily	longer used			
Manuals &	checks and rota User manuals and	DESTROY - 1	Confidential	Business	 ISD
Operating	support information	year after	destruction	need	150
Procedures	relating to specific	system no		neeu	
FIUCEUUIES	systems or pieces of	longer used			

	Patching	Documentation relating	REVIEW – 2	Confidential	Business	VITAL	ISD
		to cable patching	years after	destruction	need		
			system no				
		D	longer used				
	Service	Documentation relating	DESTROY – 2	Confidential	Business	VITAL	ISD
	Catalogue	to definition of all	years after	destruction	need		
		services both live and in	system no				
	Convice Level	development	DESTROY - 2	Confidential	Business	VITAL	ISD
	Service Level	Information relating to			Business	VIIAL	150
	Agreements	agreements made	years after the	destruction	need		
		between internal teams	terms of the				
		and ICT on a contractual	J .				
		basis	tract have				
	Software	Versions of compiled	REVIEW -	Confidential	Business	VITAL	ISD
	Deploy	program code delivering	within 1 year	destruction	need		
	Versions	system functionality	of system no				
		and/or changes to that	longer used				
		functionality - SOS	5				
	Software -	Downloaded copies of	REVIEW -	Confidential	Business	VITAL	ISD
	commercial	application software	within 1 year	destruction	need		
			of system no				
			longer used				105
	Storage	Documentation relating	REVIEW – 5	Confidential	Business	VITAL	ISD
		to storage systems and	years after	destruction	need		
		servers	system no				
	Tachnologiag)/////272	longer used	Confidential	Business		
	Technologies	VMWare	REVIEW – 5	Confidential	Business		ISD
			years after	destruction	need		
			system no				
I		ļ	longer used				

		Telephone	Documentation relating	REVIEW – 5	Confidential	Business	ISD
		Systems and	to the installation and	years after	destruction	need	
		Networks	configuration of	system no			
			individual systems and	longer used			
			overall network design				
		Web	Includes development of	REVIEW – 5	Confidential	Business	ISD
		Development	internet and intranet	years after	destruction	need	
				system no			
		D 11 - 1		longer used			
	Systems	Pilots	Documentation relating	REVIEW – 5	Confidential	Business	ISD
	Testing		to pilots of systems	years after	destruction	need	
				system no			
		Tests	Documentation relating	DESTROY – 1	Confidential	Business	 ISD
		Tests	5				150
			to systems testing,	year after	destruction	need	
			including Test Plans and	system no			
Financial	Contract	Change	Test Records Documentation related	longer used DESTROY – 10	Confidential	1973 c. 52	ISD
Managemen	Management	Requests &	to proposed changes in	years after the	destruction	1975 0. 52	100
+	rianagement	Controls	contracts	term of the	destruction		
C C		Concrois	contracts	contract has			
				evpired			
		Contracts	Documentation relating	DESTROY - 10	Confidential	1973 c. 52	ISD
			to the management of	years after the	destruction		
			contracts, SLAs, SOWs	term of the			
				contract has			
				expired			
		Tenders	Documentation relating	DESTROY - 10	Confidential	1973 c. 52	ISD
			to tenders, including	years after the	destruction		
			quotations, acceptance	term of the			
			and rejection letters	contract has			
				evnired			

	Budget Management	Budgets	Documents on financial planning, annual budgets, expenditure	REVIEW – after 5 years	Confidential destruction	Business need	VITAL (for 2 years after financial	ISD
	Procurement	Purchases	Copies of Purchase Orders and invoices					
Staffing/Re cruitment	Posts	Job descriptions	Documentation on posts including BCS	DESTROY – 1 year after completion of iob role	Confidential destruction	Business need	VITAL	ISD
		Vacancies	Adverts, applications, interview notes	DESTROY – 6 years from leaving date	Confidential destruction	1973 c. 52		ISD
		Appraisals	Appraisal reports	As per HR policy				ISD
	Accommodatio n	Accommodati on	Documents relating to accommodation in two ISD sites	As per Estates policy				ISD
Business Planning	Planning	Strategic Plans	Documentation relating to strategic planning within ISD, including the development and review	PERMANENT	Transfer to Archive	Historical value	VITAL	ISD
		Team Planning & Monitoring of	Documentation relating to the planning and	DESTROY – 1 year from creation	Confidential destruction	Business need		ISD
		Work Plans	Team work plans and objectives	REVIEW – after 5 years	Confidential destruction	Business need	VITAL (for 2 years after financial	ISD
Internal Communicat	Meetings	Agendas, Minutes	Agendas and minutes from internal meetings	REVIEW – after 5 vears	Review for historical value	Business need	VITAL	ISD

Risk	Accreditation	Network	GSI/PSN/CoCo	REVIEW – 5	Confidential	Business		ISD
Managemen			documentation	years after	destruction	need		
t				system no				
			-	longer used				
		Risk	Risk Management	REVIEW – 5	Confidential	Business	VITAL	ISD
		Management	documentation held for	years after	destruction	need		
		&	NRS systems and	system no				
		Accreditation	processes	longer used				
		Document	-	5				
		Worksheets	Working documents	REVIEW – after	Confidential	Business		ISD
			relating to RMADS	7 years	destruction	need		
	Business	BCPs/DR	Plans relating to	REVIEW	Confidential	Business	VITAL	ISD
	Continuity	Plans	business	annually then	destruction	need		
	Planning		continuity/disaster	DESTROY 1				
	-		recovery	year after				
				, superseded				

Business Classification Scheme - Level 1 - Function - Media Relations

BCS Level 2 -	BCS Level 3 - Transaction	D		Retention Period	Dispessed Action	Rationale	Vital Status	Owner
Activity			Description of Records		Disposal Action			Owner
Media releases	Drafts	News releases and	· ·· · · · · · · · · · · · · /	DESTROY - once		Business need	YES	
		operational notes		superseded	record			
	Final draft	News releases and	Drafts circulated internally	DESTROY - once	Recycle/delete electronic	Business need	YES	
		operational notes	for comment or approval	superseded	record			
	E-mail receipt	News releases and	E-mail receipt of news	DESTROY - once	Recycle/delete electronic	Business need		
		operational notes	release from Nasdaq	superseded	record			
	COPFS website	News releases	Publication of news release on the Media section of the	ARCHIVE - after 1 year	Archive electronic record	Business need		
	COPFS Latest News	News releases	Details of news release on the Latest News section of the COPFS website with a	ARCHIVE - after 1 year	Archive electronic record	Business need		
COPFS website	Drafts	Latest News article	Drafts circulated internally	DESTROY - once	Recycle/delete electronic	Business need		
Latest News			for comment or approval	superseded	record			
	Final draft	Latest News article	Final draft signed off by	DESTROY - once	Recycle/delete electronic	Business need		
			relevant official	superseded	record			
	COPFS Latest	Latest News article	Article on Latest News section of the COPFS	ARCHIVE - after 1 year	Archive electronic record	Business need		
Media enquiries		Proactive or	Drafts circulated internally	DESTROY - once	Recycle/delete electronic	Business need	YES	
		reactive media	for comment or approval	superseded	record			
	Final draft	Proactive or	Drafts circulated internally	DESTROY - once	Recycle/delete electronic	Business need	YES	
		reactive media	for comment or approval	superseded	record			
	Media response	Proactive or	Response e-mailed to	ARCHIVE - after 1 year	Archive electronic record	Business need	YES	
		reactive media	media	,				
Engagement	Attendance at	Meetings where	Agenda's, minutes, papers	ARCHIVE - after 1 year	Recycle/delete electronic	Business need		
and Outreach	groups or	team is the lead	where team is the lead		record			
		Meetings where	Agenda's, minutes, papers	DESTROY - after 6	Recycle/delete electronic	Business need		
		-	where team is not the lead		record			
Engagement	Communications	Weekly updates	Weekly updates on	DESTROY - once	Recycle/delete electronic	Business need		
with Team	with staff		progress within particular	superseded	record			

ļ		Staff training or	Training or Away Day	DESTROY - once	Recycle/delete electronic	Business need		
		Away Days	o , ,	superseded	record			
		Team briefings -		DESTROY - once	Recycle/delete electronic	Business need		
		monthly	0	superseded	record	Duomeos need		
Business	Organisational	Organisational	Charts and diagrams	DESTROY - once		Business need		
	structure	charts	-	superseded	record			
		Team structures	Charts and diagrams	DESTROY - once	Recycle/delete electronic	Business need		
			detailing the teams within		record			
	Organisational	Policy Work Plans		DESTROY - once	Recycle/delete electronic	Business need		
	planning			superseded	record			
Internal	Internal	Agendas, minutes,		DESTROY - after 6	Recycle/delete electronic	Business need		
Communication	meetings	papers	papers from internal	months	record			
	Forms and	Forms and	Documentation relating to	DESTROY - once	Recycle/delete electronic	Business need		
and Procedure	templates	templates for Policy	Team / Division specific	superseded	record			
	Internal policies,	Instructions and	General guidance provided	DESTROY - once	Recycle/delete electronic	Business need		
	procedures and	guidance for Policy	to Team / Division staff	superseded	record			
	guidance	Division staff						
Managing	Employee files	Performance	Documentation relating to	DESTROY - once	Delete electronic record	Business need		
Employees		Appraisal Review	the completion of PAR	superseded				
Managing	Team planning	Team	Documentation relating to	DESTROY - once	Recycle/delete electronic	Business need		
Teams		responsibilities	Media Relations team	superseded	record			
Recruitment	Advertising	Adverts	Final draft of internal	DESTROY - after 6	Recycle/delete electronic	Business need		
			recruitment adverts	months	record			
		Job Descriptions	Final draft of internal	DESTROY - after 1 year	Recycle/delete electronic	Business need		
			recruitment job		record			
	Physical records	Records	Database of all electronic	REVIEW - quarterly	Retain for operational	Business need	YES	
Management	management	Management	files kept in Team		purposes			
		Records	Documentation relating to	REVIEW - quarterly	Retain for operational	Business need	YES	
		Management	the review of records held		purposes			
	Retention and	Retention and	Media Relations Retention	DESTROY - once	Recycle/delete electronic	Business need		
	disposal	disposals schedules	and Disposal Schedule	superseded	record			

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Business Classification Scheme - Response & Information Unit

BCS Level 2 -	BCS Level 3 -							
Activity	Transaction	Record Type	Description of Records	Retention Period	Disposal Action	Rationale	Vital Status	Owner
			Electronic record on					
			Respond system -					
			Request, internal	Destroy after 10 years on				
Disclosure of		Complaints	investigations and final	Respond, with intention of	Secure Electronic			
information	Complaint log	Correspondence	response	reduction to 5 years	destruction	Business Need		RIU
			Hard copy version of					
		Complaints	correspondence above for		Confidential			
	Complaint log	Correspondence	Crown Agent	1 year	destruction	Business Need		RIU
			Logged on Respond,	Currently permanent - but	Removal from			
			individual's details, copy	to intending to change to	electronic system.			
	Data	Subject Access	of request, internal	Destroy - 5 years from	Hard copies			
	Protection	Requests log	correspondence and reply	enquiry closure *	shredded	Business Need	Vital	RIU
	Data	Spreadsheet of	Tables of requests to		Secure electronic			
	Protection	requests	COPFS	Retain 10 years	destruction	Business Need		RIU
		Notification	, ,	DESTROY – 1 year after	Confidential	Business need		
			Information Commissioner	previous notification	destruction			
	Data Protection		on data held					RIU
		Privacy Notices		RETAIN – for as long as the		Business Need		
			we are collecting personal data, what we are going to	collected data is retained	destruction			
			use it for, who we are					
			going to share it with, how					
			an individual can access					
			information held about					
			them and how we will					
			ensure that the information					
	Data Protection		is kept securely				Vital	RIU

		Facility and state	Logged on Respond,	Currently permanent - but	Removal from			
	Environmental	Environmental	individual's details, copy of request, internal	intending to change to Destroy - 5 years from	electronic system.Hard copies			
	Information	Requests log	correspondence and reply		system.nard copies	Business Need	Vital	RIU
		Spreadsheet of	Table of all requests to		Secure Electronic	Busiliess Need	Vitai	NIO
	I Information	requests	COPFS	Retain 10 years	destruction	Business Need		RIU
				,				
			Logged on Respond,	Currently permanent - but	Removal from			
			individual's details, copy	intending to change to	electronic			
	Freedom of	Freedom of	of request, internal	Destroy - 5 years from	system.Hard copies			
	Information	Information log	correspondence and reply	enquiry closure *	shredded	Business Need	Vital	RIU
	Freedom of	Spreadsheet of	Table of all requests to		Secure Electronic			
	Information	requests	COPFS	Retain 10 years	destruction	Business Need		RIU
			List of responses where					
			information has been					
	Freedom of	Proactive	provided in response to		Secure Electronic			
	Information	Publication	FOI requests	Review after 5 years	destruction	Business Need		RIU
	Freedom of	Publication	RETAIN – for as long as	Confidential destruction				
	Information	Scheme	the collected data is retained		Archive	Historical value	Vital	RIU
					Retain for			
RIU			Electronic - Guidance,		operational			
Administration	RIU team files		presentations, meetings	Review - 5 years	purposes	Business Need		RIU
Deserde		Business	Detailing the functions,	PERMANENT	Transfer to Archive	Historical value		
Records Management		Classification Scheme	activities and transactions of NRS					RIU
			Records Management					
		Guidance on	Manual, Guidance,		Retain and update			
		Records	Records Management		for operational	_		
		Management	Plan	Review after 5 years	purposes	Business Need		RIU

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Business Classification Scheme - Policy Division

BCS Level 2 - Activity	BCS Level 3 - Transaction	Record Type	Description of Records	Retention Period	Disposal Action	Rationale	Vital Status	Owner
Access to		Book/reference	List of reference materials	DESTROY - once	Delete electronic	Business		
materials	Library managen	material lists	available to Policy Division	superseded	record from system	need		Policy Divisio
			Guidance provided to					
			COPFS staff , including					
Engagment and		Published advice	Crown Office Circulars,	REVIEW - after 5	Transfer to COPFS	Historical/bu		
Outreach	Advice and guida	and guidance	Instructions, Case Marking	years	archive	siness need	VITAL	Policy Divisio
			Documentation relating to		Confidential			
	Consultation		stakeholder consultations		destruction of paper			
	and		carried out by COPFS,	REVIEW - after 5	files; delete electronic	Business		
	engagement	Consultations	including independent	years	records from system	need	VITAL	Policy Divisio
			Documentation relating to		Confidential			
			surveys and questionnaires		destruction of paper			
		Surveys and	designed by Policy Division	REVIEW - after 5	files; delete electronic	Business		
		questionnaires	and completed by	years	records from system	need		Policy Divisio
			Records relating to the					
			management of internal		Confidential			
			and external events		destruction of paper			
	Events and		(including conferences),	REVIEW - after 5	files; delete electronic	Business		
	visits	Events	organised by Policy	years	records from system	need		Policy Divisio
			Records relating to the		Confidential			
			management of local,		destruction of paper			
			national and international	REVIEW - after 2	files; delete electronic	Business		
		Visits	visits, organised by Policy	years	records from system	need		Policy Divisio
	Groups and		All papers in relation to	REVIEW - after 1	Retain for operational	Business		
	committees	Portfolio files	portfolio topics	year	purposes	need		Policy Divisio
			Agendas, papers and		Retain essential papers			
			minutes from meetings		for operational			
			with internal colleagues	REVIEW - after 1	purposes; secure	Business		
		Meetings	and/or external agencies.	year	destruction of all other	need		Policy Divisio

			Agreements set up with				T	
			external agencies and	REVIEW - after 5	Retain for operational	Business		
	Management	Agreements	criminal justice partners	years	purposes	need	VITAL	Policy Division
		Memoranda of	Initial agreeements set up	REVIEW - after 5	Retain for operational	Business		,
		Understanding	with external agencies	years	purposes	need		Policy Division
		<u></u>	Contracts set up with	,				,
		Contracts for	external agencies,	REVIEW - after 5	Confidential	Business		
		events	including those relating to	years	destruction	need		Policy Division
Requests for		Requests for	Including internal	REVIEW - after 5	Confidential	Business		
information	Disclosure	information	correspondence and	years	destruction	need	VITAL	Policy Division
			Records relating to general					
		General	enquiries received in Policy	REVIEW - after 5	Confidential	Business		
	Enquiries	correspondence	Division and responses	years	destruction	need	VITAL	Policy Division
			Documentation relating to					
			specific enquiries regarding	REVIEW - after 5	Confidential	Business		
		Enquiries - statistics	statistical information	years	destruction	need	VITAL	Policy Division
	PQs,		Correspondence from					
	correspondence	Ministerial	Ministers, response	REVIEW - after 5	Confidential	Business		
	with Ministers	Correspondence	preparation material and	years	destruction	need	VITAL	Policy Division
			Material, including					
			questions, preparation	REVIEW - after 5	Confidential	Business		
		PQs	material and answers	years	destruction	need	VITAL	Policy Division
			Provision of briefing notes					
			to Law Officers and Senior	REVIEW - after 5	Confidential	Business		
		Briefings	Officials in COPFS	years	destruction	need	VITAL	Policy Division
Financial		Transaction and	Monthly financial forecast					
Monitoring and		forecasting	reports provided to COPFS	DESTROY - after 1	Confidential	Business		
Reporting	Reporting	spreadsheets	Finance Division	year	destruction	need	_	Policy Division
			Documentation relating to					
			workforce management,					
			including post numbers	DESTROY - after 1	Confidential	Business		
		Workforce planning	and status change forms	year	destruction	need		Policy Division

Financial			Assurance statements and				
Provisions	Budget	Assurance	checklist provided by Head	DESTROY - after 1	Confidential	Business	
Management	management	statements	of Policy to Crown Agent	year	destruction	need	Policy Division
			Documentation in relation				
			to Policy Division's annual	DESTROY - after 1	Confidential	Business	
		Budget papers	budget submission	year	destruction	need	Policy Division
			Records relating to				
		Delegated authority	financial responsibility and		Confidential	Business	
		records	delegated authority	REVIEW - annually	destruction	need	Policy Division
Financial			Documents relating to				
Transactions		Financial spending	financial spending	DESTROY - after 2	Confidential	Business	
Management	Expenditure	documents	throughout the year	years	destruction	need	Policy Division
			Documentation relating to	DESTROY - after 2	Confidential	Business	
	Invoices	Invoice documents	and including invoices	years	destruction	need	Policy Division
		Staff and external	Documents relating to and				
		representative	including copies of travel	DESTROY - after 1	Confidential	Business	
	Travel claims	claim forms	and subsistence claims	year	destruction	need	Policy Division
			Documents relating to				
			goods ordered, including	DESTROY - after 1	Confidential	Business	
Procurement	Requisitioning	Goods ordered	purchase day book record	year	destruction	need	Policy Division
			Documentation relating to	DESTROY - after 1	Confidential	Business	
		Goods received	receipt and checking of	year	destruction	need	Policy Division
Incident	Accident and		Reports of accidents and	DESTROY - after 1	Confidential	Business	
Reporting	Incident Log	Reports	incidents in Policy Division	year	destruction	need	Policy Division
Managing		Performance	Documentation relating to	DESTROY - after 1	Confidential	Business	
Employees	Employee files	Appraisal Review	the completion of PAR	year	destruction	need	Policy Division
		Absence	Documentation relating to				
		management	annual leave, sickness	DESTROY - after 1	Confidential	Business	
		spreadsheet	absence, special leave	year	destruction	need	Policy Division
			Identification of team				
		Team	responsibilities and		Confidential	Business	
Managing Teams	Team planning	responsibilities	portfolio allocation	REVIEW - quarterly	destruction	need	Policy Division

	1		Internal job adverts for	DESTROY - after 1	Confidential	Business	1	
Recruitment	Advertising	Adverts	vacant posts	year	destruction	need		Policy Division
			Job descriptions and	DESTROY - after 1	Confidential	Business		
		Job Descriptions	person specifications	year	destruction	need		Policy Division
				DESTROY- on				
			Written feedback provided	completion of	Confidential	Business		
	Applications	Feedback reports	to candidates	recruitment	destruction	need		Policy Division
	Authorisation	Business Case	Completed business cases	DESTROY - after 1	Confidential	Business		
	and approval	forms	relating to staff	year	destruction	need		Policy Division
Records	Physical records	Records	Database of all paper and		Retain for operational	Business		
Management	management	Management	electronic files kept in	REVIEW - quarterly	purposes	need	VITAL	Policy Division
		Records	Documentation relating to					
		Management	the review of records held		Retain for operational	Business		
		reviews	in Policy Division	REVIEW - quarterly	purposes	need	VITAL	Policy Division
	Retention and	Disposals	Documentation relating to		Retain for operational	Business		
	disposal	information	the disposal of Policy	REVIEW - quarterly	purposes	need	VITAL	Policy Division
			Documentation detailing					
		Retention and	recommended retention		Retain for operational	Business		
		disposals schedules	periods for records	REVIEW - annually	purposes	need		Policy Division
Implementing		Correspondence,						
Policy and	Developing	minutes, briefing	Documentation relating to	REVIEW - after 5	Retain for operational	Business		
Legislation	Policy	papers, reports,	the development of Policy	years	purposes	need	VITAL	Policy Division
	Implementing	Correspondence,	Documentation relating to					
	Policy and	minutes, briefing	the implementation of	REVIEW - after 5	Retain for operational	Business		
	Legislation	papers, reports,	policy and legislation	years	purposes	need	VITAL	Policy Division
Planning and	Organisational	Organisational	Charts and diagrams	DESTROY - once	Recycle/delete	Business		
Monitoring	structure	charts	detailing the Policy Division	superseded	electronic record	need		Policy Division
			Charts and diagrams					
			detailing the teams within	DESTROY - once	Recycle/delete	Business		
		Team structures	the Policy Division	superseded	electronic record	need		Policy Division
	Organisational		Allocation notes and	DESTROY - once	Recycle/delete	Business		
	planning	Policy Work Plans	spreadsheet detailing	superseded	electronic record	need		Policy Division

			Agendas, minutes and					
Internal	Internal	Agendas, minutes,	papers from internal		Recycle/delete	Business		
Communications	meetings	papers	meetings, including team	REVIEW - quarterly	electronic record	need		Policy Division
		Forms and	Documentation relating to					
Internal Policy	Forms and	templates for Policy	Policy Division specific	DESTROY - once	Recycle/delete	Business		
and Procedure	templates	Division staff use	standard forms and	superseded	electronic record	need		Policy Division
	Internal	Instructions and	General guidance provided	DESTROY - 1 year	Recycle/delete	Business		
	policies,	guidance for Policy	to Policy Division staff	after superseded	electronic record	need		Policy Division
Project and			All project documentation	REVIEW - 10 years				
programme	Project		including mandate,	from project	Review for historical	Historical		
management	management	Project files	business case, project plan,	closure	value	value	VITAL	Policy Division
Quality and			Documentation relating to					
Performance	Performance	Critical success	definition and		Recycle/delete	Business		
Management	measurement	factors	measurement of targets	REVIEW -annually	electronic record	need		Policy Division
	Business		Documentation in relation	REVIEW - annually,				
Risk	continuity	Business continuity	to business continuity in	then destroy 1 year	Recycle/delete	Business		
Management	planning	plan	the event of a disaster	after superseded	electronic record	need		Policy Division
			Spreadsheet detailing risks					
			for Policy Division and	then destroy once	Recycle/delete	Business		
	Risk assessment	Risk register	actions to be taken	superseded	electronic record	need		Policy Division
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Business Classification Scheme - Security

BCS Level 2 -	BCS Level 3 -			Retention				
Activity	Transaction	Record Type	Description of Records	Period	Disposal Action	Rationale	Vital Status	Owner
			Baseline Security Document					
			recording Implementation of					
		Security	Security measures within			Operational		
Security	Administration	Review	COPFS Buildings.	6 Months	Review and Recycle	Requirement	Vital	DSO
		Theft/Loss	Recording theft loss of	Review after 5		Operational		
	Administration	Report	property	Years	Confidential Destruction	requirement	Vital	DSO
		Breach of		Review after 5		Operational		
	Administration	Security	Recordinjg Security Breaches	Years	Confidential Destruction	Requirement	Vital	DSO
			Recording of Incidents for	Review after 5		Operational		
	Administration	Incident Report	intelligence Gathering	Years	Confidential Destruction	Requirement	Vital	DSO
		Clear Desk	requirements of Clear Desk			Operational		
	Administration	Policy	Policy	1 Year	Review and Recycle	Requirement	Vital	DSO
	Operational	Counter	Plan to be implemented in			Operational		
	Instruction	Terrorist Plan	event of Terror attack	1 year	Review and Recycle	Requirement	Vital	DSO
				Dictated by				
	Operational	Security	Requiurements for Data	Government		Operational		
	Instruction	Classsifications	handling	Policy	Confidential Destruction	Requirement	Vital	DSO
		Security	Guuidelines on wearing of		Retain for Operational	Operational		
	Administration	Passes	passes	Permanent	Purposes	Requirement	Vital	DSO
			Guidelinhes on use of Security		Retain for Operational	Operational		
	Administration	Office Cabinets	Cabinets	Permanent	Purposes	Requirement	Vital	DSO
		Tips for clear	Tips and Guidance on Clear		Retain for Operational	Operational		
	Administration	desk Policy	desk Policy	Permanent	Purposes	Requirement	Vital	DSO
		Government	Guidelines on actions to be	Dictated by				
		Response	implemented when response	Government	Retain for Operational	Operational		
	Administration	Level System	levels change	Policy	Purposes	Requirement	Vital	DSO
		Government	Incremental Measures to be					
		Response	adopted when threat level	Review after 1	Retain for operational	Operational		
	Administration	Level	changes	year	Purposes	Requirement	Vital	DSO

Administration	Abusive Customers	with Difficult or abusive customers	_	Retain for Operational Purposes	Operational requirement	Vital	DSO
on Reporting Security Administration Incidents Staff Guidance Document		Staff Guidance Document	Retain for operational Permanent Purposes		, Operational Requirement	Vital	DSO
	Suspicious	Staff Guidance on handling		Retain For Operational	Operatioal		
Administration	Packages	Suspicious Mail Packages	Permanent	Purposes	requirement	Vital	DSO
Administration	Mail Handling	Staff Guidance on dealing with CBR Chemical Biological Radiological Material	Permanent	Retain for Operational Purposes	Operational Requirement	Vital	DSO

Business Classification Scheme - Level 1 - Function - Strategic Development Team

BCS Level 2 -	BCS Level 3 -			Retention					
Activity	Transaction			Period	Disposal Action	Rationale	Vital Status		Note
Business Improvement Committee	Business Improvement documentation	0	Documentation to be prepared for BIC in order to seek initial approval to investigate further and what would be requrired in terms of resources and funding to implement.	Review after 2 years	Confidential Destruction	Business Need	Vital	Managers	To be reviewed once sharepoint introduced
Workplan	Initiatives / Areas of work	Folders Word - Excel	Documentation realting to initiatives or distinct areas of work allocated to team members	Review after 2 years	Confidential Destruction	Business Need	Vital	Managers	To be reviewed once sharepoint introduced
Managing Teams	Workplan	Team responsibilitie s	Identification of team responsibilities and work allocation	Review - monthly	Confidential destruction	Business need	Vital	Band E	To be reviewed once sharepoint introduced
	Team briefings	Agendas & Notes	Record of meetings held	Review after 1 year	Confidential destruction	Business need		Band F	To be reviewed once sharepoint introduced
	Monthly Conversations	Updates	Record of Monthly meetings	Review after 1 year	Confidential destruction	Business need		Managers	
	PARS	PAR forms	Performance Appraisal records	Review after 1 year	Confidential destruction	Business need		Managers	
Records Management	Retention and disposal		Documentation relating to the disposal of SD records	Review - quarterly	Retain for operational	Business need	Vital	Band F	
		disposals	Documentation detailing recommended retention periods for records		Retain for operational purposes	Business need		Band F	