



Llywodraeth Cymru
Welsh Government

WELSH GOVERNMENT

RETENTION AND DISPOSAL SCHEDULE

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Policy Owner: Permanent Secretary

Description: The Retention and Disposal Schedule (R&DS) covers all information and records, irrespective of medium, and should be applied to all digital and hardcopy information as well as databases and social media. The R&DS provides a management tool for identifying and determining the retention and disposal of information and records created by the Welsh Government, and contains the major categories of information and records it creates. It provides guidance to enable compliance with legal obligations.

For sensitive information, including that covered by the General Data Protection Regulation (GDPR) (EU) 2016/679, the Data Protection Act 2018 & Law Enforcement Directive (LED) 2016, we must be able to allow access to those who need to see this information while preventing others from gaining access. We also need to be able to identify personal and/or sensitive personal information, know who it is shared with, and dispose of information we are no longer entitled to hold.

This R&DS has been created to form part of the Welsh Government Information Management and Governance, as required under section 46 of the Freedom of Information Code 2000 & 2009.

Publication: This policy is located on the Welsh Government Intranet and on [our website](#)

Version Control

Version Number:	Date Issued:	Updated By:
1.0	April 2019	Kate Roberts

Introduction

Disposal scheduling is an important aspect of establishing and maintaining control of corporate information. It increases efficiency and cost-effectiveness by ensuring that information is disposed of when no longer needed. This enables more effective use of resources, for example physical and digital storage space, and saves staff time searching for information that may not be there. Efficiently disposing of information once it has reached a set retention date also ensures compliance with legislation such as the Public Records Act 1958 & 1967, the General Data Protection Regulation (GDPR) (EU) 2016/679, the Data Protection Act 2018 and the Law Enforcement Directive (LED) 2016.

Purpose of the Retention and Disposal Schedule

The aim of this R&D Schedule is to provide a consistent approach to the way the Welsh Government handles its information, and to provide a clear set of guidelines to all staff and support the Information Management and Governance Policy. The R&DS will help the organisation to:

- Identify information which has historical significance and which will be transferred to the National Archives (TNA) or other Place of Deposit for permanent preservation
- Retain personal data no longer than is necessary for the purpose you obtained it for
- Ensure personal data is disposed of when no longer needed, reducing the risk that it will become inaccurate, out of date or irrelevant
- Prevent premature destruction of information which needs to be retained for a specific period to satisfy legal, financial and other requirements
- Authorise the destruction of information once no longer required by the business.

Scope of the Retention and Disposal Schedule

The R&DS covers all the functional information and records of the Welsh Government and its departments, regardless of medium.

This is a corporate document. As well as providing a guide for staff, it will be used externally as a reference tool by members of the public when they wish to search for information under legislation such as the Freedom of Information and Data Protection Acts.

The R&DS details the function of each type of information that may fall within this function and the length of time it should be retained before taking disposal or archive action. Many retention periods are determined by statute – such as information needed for income tax and audit purposes, or information on aspects of health and safety. If we keep personal data to comply with a requirement like this, it will not be considered to have been kept “for longer than necessary”. Where available or appropriate the relevant legislation or statutory reason for keeping the information for a specific period of time has been included.

Personal and/or Sensitive Personal Information under the GDPR

Where the R&DS makes reference to personal and/or sensitive personal information it has adopted the definitions as outlined in the GDPR¹:

¹ ICO Guide to the General Data Protection Regulation (GDPR): <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/key-definitions/> (May 2018).

Personal data

The GDPR applies to ‘personal data’ meaning any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier.

This definition provides for a wide range of personal identifiers to constitute personal data, including name, identification number, location data or online identifier, reflecting changes in technology and the way organisations collect information about people. This also applies to work email addresses when they include a person’s full name (e.g. john.smith@gov.wales).

The GDPR applies to both automated personal data and to manual filing systems where personal data are accessible according to specific criteria. This could include chronologically ordered sets of manual records containing personal data.

Personal data that has been pseudonymised – e.g. key-coded – can fall within the scope of the GDPR depending on how difficult it is to attribute the pseudonym to a particular individual.

Sensitive personal data

The GDPR refers to sensitive personal data as “special categories of personal data”. The special categories specifically include genetic data, and biometric data where processed to uniquely identify an individual.

For example, information about an individual’s:

- race;
- ethnic origin;
- politics;
- religion;
- trade union membership;
- genetics;
- biometrics (where used for ID purposes);
- health;
- sex life; or
- sexual orientation

Revision of the Retention and Disposal Schedule

The Welsh Government’s Discovery & Appraisal Unit will undertake a full review of the R&DS no less than every five years. The revised R&DS will be submitted to the Permanent Secretary for approval prior to its implementation. Minor changes / updates will be incorporated into the R&DS as and when required.

If anything is not covered by this R&DS, the [Discovery & Appraisal](#) team must be contacted to discuss amendment of the R&DS. Do not destroy this type of information. Unauthorised destruction of information goes against s46 of the Freedom of Information Acts 2000 & 2009.

Roles and Responsibilities

All Welsh Government staff, as well as contractors, must take responsibility for ensuring that information and records are created with appropriate retention periods, and these are adhered to.

Staff must also be aware of the need to dispose of information on a routine basis, in line with the R&DS, but only as part of an official exercise led by the Discovery & Appraisal team who will ensure that information scheduled for destruction are disposed of in the appropriate manner. Details of disposal decisions will be kept by the Discovery & Appraisal team following the official Monthly Disposals Exercises, and as part of the audit trail metadata.

Definitions of Disposal Action Terms Used

A	Archive or Permanent Retention - This information has historical value. Public records and information may be offered to TNA (or Place of Deposit) for permanent preservation, and be made available to the public. Non-public records and information may need to be permanently retained by the Welsh Government for administrative purposes.
D	Destroy - This information is of a routine business nature and can be destroyed when the business need for retaining the information has expired.
R	Review - This information may have long term business value, or could potentially be of historical interest. A more thorough review therefore will be undertaken to determine its on-going value before a destruction decision is made.


Previous versions of the Retention and Disposal Schedule

This R&DS supersedes *Welsh Government Retention and Disposal Schedules for Records and Information in all Formats* (first published in 2010).

Authorisation

Under the Government of Wales Act 2006, authorisation of the Retention & Disposal Schedule is required before it can be issued. The appropriate authorising signature for the Welsh Government is the Permanent Secretary.

This Retention & Disposal Schedule has been authorised by:

Signed: 
Permanent Secretary

Date: 26.3.19
(dd/mm/yyyy)

This Retention & Disposal Schedule is effective from the above date.

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PART 1: DAY-TO-DAY BUSINESS ACTIVITIES

This is used for a wide variety of information and records broadly concerned with the implementation of policy, or action based on existing policy. These retentions can be used by any department within Welsh Government.

Ref No	Description of Information & Records	Disposal Action	Recommended Retention ²	Comments & References
1.1	Information and Records covering the following areas: <ul style="list-style-type: none">○ Casework○ Standards and Instructions○ Advice on existing policy / procedure○ Resolution of issues using existing policy / procedure○ Regulatory activities – including procurement	D	10 Years	

² The retention period begins when the information is created (unless otherwise stated in this document). E.g. an iShare file created in 2018 with a retention period of 10 years will be flagged for destruction in 2028. However, all files are included in the Monthly Disposals Exercise when they reach the end of their retentions, allowing divisions the opportunity to review and amend retention values if appropriate. Any files not identified as having on-going use to the business will be passed for destruction following the consultation period.

All files, regardless of retention, are reviewed by the Discovery & Appraisal team for historical value before the Monthly Disposals lists are published. Anything with historical value will be removed from the lists and will be prepared for transfer to the National Archives (TNA) for permanent preservation at the appropriate time.

	<ul style="list-style-type: none"> ○ Sponsorship activities ○ Community liaison 			
1.3	<p>Ministerial Correspondence:</p> <ul style="list-style-type: none"> ○ Potential Historical Significance ○ Routine Correspondence ○ Assembly Questions 	<p>A</p> <p>D</p> <p>D</p>	<p>20 Years</p> <p>7 Years</p> <p>5 Years</p>	<p>Offer to Place of Deposit</p> <p>To be kept longer than one Assembly term to ensure personal data is removed from mailboxes, which are re-set at the end of each Assembly term</p>
1.4	<p>Ministerial Briefings:</p> <ul style="list-style-type: none"> ○ Involving Ministerial Decisions ○ Routine Briefings 	<p>A</p> <p>D</p>	<p>20 Years</p> <p>5-10 Years</p>	<p>Offer to Place of Deposit</p> <p>Routine Briefings should be disposed of after 5 years. However, where there is a business need, they can be kept for 10 years.</p>
1.5	Ministerial Submissions	A	20 Years	Offer to Place of Deposit
1.6	Records of Major Committees	A	20 Years	Likely to be of historical interest. Transfer to TNA under the 20 Year Rule.

1.7	Charters (e.g. Citizens' Charter)	D	5 Years	
1.8	Honours and Royal Functions <ul style="list-style-type: none"> ○ Nominations, awards and withdrawals ○ Public Appointments 	D A	20 Years 20 Years	Possible long-term business need Of historical significance. Transfer to TNA under 20 Year Rule for permanent preservation.
1.9	Market Testing <ul style="list-style-type: none"> ○ EU supplier ○ Non-EU supplier 	See Part 7 D	See Part 7 7 Years	
1.10	Housing and Community – Voluntary Sector	D	15 Years	
1.11	Promoting on-going Economic Development <ul style="list-style-type: none"> ○ Contact details of third parties / members of the public 	D	3 Years	
1.12	Email Alerts subscribers – third parties / members of the public subscribing to email alerts from the Welsh Government	D	2 Years	Delete all email addresses within 2 years of the last use of that information

1.13	Type of documents likely to be subject to a maximum retention under Data Protection rules:			
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	<ul style="list-style-type: none"> ○ Client details if casework relates to individuals ○ Community liaison where individuals' information has been kept ○ Contact details of third parties / members of the public gathered in the process of promoting on-going economic development <p>Don't Forget!</p> <p>The Right to Restrict Processing: When processing is restricted, you are permitted to store the personal data, but not further process it. You can retain just enough information about the individual to ensure that the restriction is respected in future.</p>		<p>No maximum retention</p> <p>No maximum retention</p> <p>No maximum retention</p>	<p>Use standard retentions given above</p> <p>Use standard retentions given above</p> <p>Use standard retentions given above</p>
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PART 2: FINANCE³

This section covers financial records including accounting, internal audit and central expenditure.

Ref No	Description of Information and Records	Disposal Action	Recommended Retention	Comments & References
2.1	Auditable information (non-EU funded)	D	7 Years	
2.2	Grants: <ul style="list-style-type: none">○ Corporate / Institutional Grants○ Individual / Corporate Learning Grants○ Stakeholder Grant Assessment○ Records used as part of Due Diligence (such as Persons of Concern Register etc.)	D	10 Years	
2.3	Financial support to public bodies / local authorities	D	10 Years	
2.4	Finance related background information	D	10 Years	
2.5	Contracts (< £5,000) for goods	D	2 Years	

³ Information and records covered by the following legislation:

- Limitation Act 1980.
- Finance Act 2017
- Taxes Management Act 1970
- Value Added Tax Act 1994

2.6	Contracts (> £5,000) for goods	D	6 Years	Retention begins from the date the contract ends
2.7	Contracts for services	D	2 Years	Retention begins after the payment of last account
2.7	Transactions, reports and “information not acted upon”	D	5 Years	To combat money laundering - Financial Services Act 2010
2.8	Accounting Information & Records <ul style="list-style-type: none"> ○ Private companies ○ Public limited companies 	D D	3 Years 7 Years	Section 221 of the Companies Act 1985 as modified by the Companies Acts 1989 and 2006
2.9	Insurance – Renewal Administration	D	6 Years	Retention to begin after renewal has been superseded
2.10	Insurance – Liability Policies	D	100 Years	Retention to begin after the date of policy expiry
2.11	Insurance – Employer’s Liability Certificates	D	40 Years	Retention to begin after the date of policy expiry
2.12	Insurance – Motor Vehicle Policy Certificates	D	40 Years	Retention to begin after the date of policy expiry
2.13	Insurance – Schedule of Liability Policy Insurers and Limits	R	20 Years	May have long-term business need
2.14	Insurance – Travel Policy Schedule of Persons Insured	D	20 Years	Retention to begin after the date of policy expiry

2.15	Insurance – Non-Liability Insurance Policies	D	6 Years	Retention to begin after the date of policy expiry
2.16	Insurance – Insured Property Inventory: <ul style="list-style-type: none"> ○ Buildings and Contents ○ Motor Vehicles ○ Insured Equipment ○ Insured ICT Equipment 	D	6 Years	Retention to begin after inventory has been superseded
2.17	Insurance Claims Administration: <ul style="list-style-type: none"> ○ Employer Liability ○ Public Liability (exc. Minors) ○ Officials Indemnity, Libel and Slander ○ Public Liability Property Damage (under £1,500) 	D	6 Years	Retention to begin from the date of settlement / repudiation
2.18	Insurance Claims Administration: <ul style="list-style-type: none"> ○ Public Liability (Minors) 	D	21 Years	Retention to be set from date of birth
2.19	Insurance Claims Administration: <ul style="list-style-type: none"> ○ Industrial Disease 	D	100 Years	Retention to be set from date of birth

2.20	Insurance - Non-Liability Claims Administration: <ul style="list-style-type: none"> ○ Motor Vehicle Own Accident Damage ○ Motor Vehicle Third Party (exc. Minors) ○ Property ○ Travel ○ Fidelity Guarantee 	D	6 Years	Retention to begin from the date of settlement / repudiation
2.21	Insurance - Non-Liability Claims Administration: <ul style="list-style-type: none"> ○ Motor Vehicle Third Party (Minors) 	D	21 Years	Retention to be set from date of birth
2.22	Insurance – Claims History Recording: <ul style="list-style-type: none"> ○ Liability ○ Other 	R	20 Years	Possible long-term business need
2.23	Insurance – Liability Policies Administration <ul style="list-style-type: none"> ○ Property Owner’s Liability Policies and Folios 	D	100 Years	Retention to begin after the date of policy expiry
2.24	Insurance – Non-Liability Policies Administration <ul style="list-style-type: none"> ○ Balance of Risks Policies 	D	6 Years	Retention to begin after the date of policy expiry
2.25	Insurance – Financial Management <ul style="list-style-type: none"> ○ Liability Policy Reconciliation 	R	20 Years	Possible long-term business need

	<ul style="list-style-type: none"> ○ Non-Liability Policy Reconciliation 			
2.26	<p>Insurance – Financial Management</p> <ul style="list-style-type: none"> ○ Trading Account Reconciliation ○ Premium Allocation ○ Premium Payment Ledger 	D	6 Years	
2.27	<p>Insurance – Financial Management</p> <ul style="list-style-type: none"> ○ Liability Funding Analysis 	D	25 Years	
2.28	<p>Insurance – Operational Risk Management</p> <ul style="list-style-type: none"> ○ Loss Control Surveying 	D	6 Years	

2.29	<p>Type of documents likely to be subject to a maximum retention under Data Protection rules:</p> <ul style="list-style-type: none"> ○ Where personal details of an individual have been included as part of an insurance claim <p>Don't Forget!</p> <p>The Right to Restrict Processing: When processing is restricted, you are permitted to store the personal data, but not further process it. You can retain just enough information about the individual to ensure that the restriction is respected in future.</p>		No maximum retention	Use standard retentions given above
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PART 3: FRAUD INVESTIGATIONS

Ref No	Description of Information & Records	Disposal Action	Recommended Retention	Comments & References
3.1	Fraud Policy and Guidance Documents	D	10 Years	
3.2	<p>Case Records:</p> <ul style="list-style-type: none"> ○ Case passed to police / CPS ○ Case not passed to police – evidence of fraud ○ Case not passed to police – no evidence of fraud 	D	10 Years	<p>Retention begins at conclusion of trial or decision by police / CPS not to proceed</p> <p>Retention begins from the point of case closure</p>

3.3	<p>Type of documents likely to be subject to a maximum retention under Data Protection rules:</p> <ul style="list-style-type: none"> ○ Details of individuals involved in a particular case <p>Don't Forget!</p> <p>The Right to Restrict Processing: When processing is restricted, you are permitted to store the personal data, but not further process it. You can retain just enough information about the individual to ensure that the restriction is respected in future.</p>		No maximum retention	Use standard retentions given above
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PART 4: PROPERTY & BUILDINGS

The long term practical value of building information & records sets them apart from other types of information. Whereas other information and records may be administratively useful for 10-20 years, some building information & records will be required for as long as the buildings exist, which can be hundreds of years.

Ref No	Description of Information & Records	Disposal Action	Recommended Retention	Comments & References
4.1	Information and Records from the following areas: <ul style="list-style-type: none"> ○ Specifications ○ Bills of Quantity ○ Maintenance Manuals ○ Standing Instructions ○ Final Accounts ○ Tender and Evaluation Board Papers ○ Certificates (authorising payment) ○ Agreements with contractors and consultants ○ Claim and Arbitration Files 	R	20 Years	Possible long-term business need

4.2	Tender documents: <ul style="list-style-type: none"> ○ Rejected ○ Accepted 	D R	10 Years 20 Years	Retention starts after project completion. Possible long-term business need.
4.3	Surveys and Inspection: <ul style="list-style-type: none"> ○ Reports – Master Copies ○ Reports – Other Copies 	A D	Retain Permanently 2 Years	Non-public records. Not for transfer to TNA, but to be retained by WG permanently Retention to start from the date of issue
4.4	Client Project Board Minutes and Papers: <ul style="list-style-type: none"> ○ Information/Record Set ○ All Other Copies 	R D	20 Years 5 Years	
4.5	Deeds and Shorten Procedure Agreements (SPAs)	A	Retain Permanently	Title deeds are not public records but should be retained by WG as proof of ownership
4.6	Historical Buildings (see also Section 26: Heritage and Ancient Monuments including Cadw)	A	20 Years	Transfer to Place of Deposit (i.e. RCHAMW)

PART 5: HR MANAGEMENT

This section covers all aspects of Human Resources and employee personnel records. See also the [HR Checklist](#).

Ref No	Description of Information & Records	Disposal Action	Recommended Retention	Comments & References
5.1	<p>Individual Personnel Files and electronic Folders</p> <p>Including:</p> <ul style="list-style-type: none"> ○ Job history – consolidated history of whole career, location details. ○ Information on the location of overseas service. ○ Information on previous service dates. ○ Complete sickness absence record showing dates / causes of sickness absence. Health declaration forms, health referrals – including doctors / consultants reports, correspondence / reports from OHS, Medical Advisory / Referee Service etc. ○ Papers relating to any injury sustained while on duty ○ Ill health retirement. ○ Death-benefit nomination and revocation forms. ○ Death in service. 	D	100 Years	From individual's date of birth

	<ul style="list-style-type: none"> ○ Death certificates - return original to the provider, retain copy. ○ Decrees Absolute - return original to the provider, retain copy. ○ Marriage certificate - return original to the provider, retain copy. ○ Unpaid leave periods (maternity leave, career breaks etc.). ○ Foster leave, parental leave, adoption leave. ○ Paid & unpaid special leave, specialist allowances. ○ Term time working. 			
5.2	<p>Pay & Pension</p> <ul style="list-style-type: none"> ○ Personal payroll history, including record of pay, performance pay, overtime pay, allowances (such as Temporary Working Allowance), pay enhancements, other taxable allowances, payment for untaken leave, reduced pay, no pay, maternity leave. ○ Pensions estimates / awards ○ Re-employment following retirement. 	D	100 Years	From individual's date of birth

- Re-hiring.
- Records of: full name, National Insurance Number, date of birth, pensionable pay at date of leaving, reckonable service for pension purposes (and actual service, where this is different, together with the reason/s for the difference), reason for leaving and new employer's name (if known), amount and destination of any transfer value paid, amount of any refund if PCSPS contributions, amount and date of any Contributions Equivalent Premium paid.
- Gender change.
- Voluntary deduction.
- Withholding pay increment.
- All papers relating to superannuation not listed elsewhere in this schedule, including:

Application forms, papers about pension rights associated with other employment (including war service), papers about widows', widowers', children's pensions and other dependents pensions, correspondence with the Cabinet Office, other Departments and pensions administrator, or the officer and his/her representatives (MPs, MLAs, trade unions, and the like) about pensions matter.

	<ul style="list-style-type: none"> ○ Papers relating to disciplinary action that has resulted in any change to terms and conditions of service, salary, performance pay or allowances ○ Change of status from casual/fixed-term to permanent appointment. 			
5.3	Supplementary Personnel Information	D	10 Years	
5.4	Current Address Details	D	6 Years	Retention begins from the date employment ends
5.5	Previous Service Support Papers	D	After records noted, as appropriate	
5.6	Transfer Documents	D	After records noted, as appropriate	
5.7	<p>Dignity at Work, Disciplinary and Grievance Case Information and Records.</p> <p>Including:</p> <ul style="list-style-type: none"> ○ Oral / Verbal Warning Note ○ Written Warning (incl. notes of disciplinary hearings) ○ Documentation relating to grievance hearings (such as reports, notes etc.) 	D	1 Year	<p>Retention to begin after the case is closed.</p> <p>Papers need to be held for the period of the investigation. Once the investigation is complete and a reasonable time is allowed for an appeal, e.g. 12 months, dispose of all papers other than a summary.</p> <p>Where the result of an investigation of a grievance complaint does not result in a change to terms & conditions etc. of the complainant,</p>

				<p>the information contained within the summary should also be disposed after a relatively short period of time.</p> <p>Where the outcome has resulted in a change to the terms & conditions of service, salary, performance pay or allowances, the summary should be kept for 100 years.</p>
5.8	Public Appointments	D	3 Years	
5.9	Information regarding secondees appointments held by team (not HR)	D	10 Years	
5.10	Appraisal Reports / Performance Management Reviews	D	5 Years	
	Underperformance Issues	D	1 Year	Until superseded by next PMR
5.11	<p>Health & Safety:</p> <ul style="list-style-type: none"> ○ Assessments under Health and Safety Regulations ○ Information and records of consultations with safety representatives and committees 	A	Retain Permanently	
5.12	Retirement Benefits Schemes – information and records of notifiable events, for example relating to incapacity	D	6 Years	Retention to start at the end of the scheme year in which the event took place.

				The Retirement Benefits Schemes (Information Powers) (Amendment) Regulations 2002 (SI 2002/3006)
5.13	Statutory Maternity Pay: <ul style="list-style-type: none">○ Calculations○ Certificates (Mat B1s)○ Other Medical Evidence	D	6 Years	
5.14	Payroll Input Forms: Reduced or No Pay / Maternity Pay	D	6 Years	
5.15	Medical / Self-Certification Certificates (unrelated to industrial injuries)	D	4 Years	
5.16	Wage / Salary Information and Records: <ul style="list-style-type: none">○ Overtime○ Bonuses○ Expenses○ Promotion / Temporary Promotion / Substitution	D	6 Years	Taxes Management Act 1970
5.17	Statutory Sick Pay – SSP1 and SSP1L	D	4-6 Years	

5.18	Over-Payments Documentation	D	6 Years	Retention to begin after repayment or write-off of the overpayment
5.19	Advances of Pay and Loans	D	6 Years	Retention to begin after repayment. Advances of pay for season tickets, car parking, bicycles, housing, Christmas and holidays.
5.20	National Minimum Wage	D	3 Years	Retention to begin after the end of the pay reference period following the one that the records cover. The National Minimum Wage (Amendment) Regulations 2017 (SI 2017/465)
5.21	Bank Details (current only)	D	6 Years	Retention starts after the end of service
5.22	Bank / Building Society References	D	6 Months	
5.23	Actuarial Valuation Reports	A	Retain Permanently	Non-Public Records. Not to be transferred to TNA, to be retained by WG
5.24	Bonus Pay Nominations	D	6 Years	
5.25	Inland Revenue Approvals	A	Retain Permanently	Non-Public Records. Not to be transferred to TNA, to be retained by WG

5.26	Income Tax and National Insurance Returns, incl. correspondence with the Inland Revenue	D	3 Years	Retention starts from the end of the Financial Year to which the information or records relate. The Income Tax (Employments) Regulations 1993 (SI 1993/744) as amended, for example by the Income Tax (Employments) (Amendment No. 6) Regulations 1996 (SI 1996/2631)
5.27	Money Purchase Details	D	6 Years	Retention begins as soon as the transfer has been made
5.28	Redundancy Details, incl. calculation of payments and refunds	D	6 Years	Retention begins from the date of the redundancy
5.29	Recruitment / Appointment / Promotion Board Papers, incl. application forms and interview notes for unsuccessful candidates	D	1 Year	Retention begins from the close of competition (i.e. when someone has been appointed)
5.30	Qualifications / References	D	6 Years	
5.31	Flexible Working: <ul style="list-style-type: none"> ○ Time Sheets (Flexi Sheets) ○ Annual Leave Information and Records 	D	2 Years	

5.32	Variation of Hours – calculation formula for the individual	D	Destroy After Use	
5.33	Working Time Directive Opt-Out Forms	D	3 Years	Retention begins after Opt-Out has been rescinded or ceased to apply
5.34	Trade Union Agreements	D	10 Years	Retentions begins after the agreements are no longer effective
5.35	Training Information and Records	D	6 Years	Retention begins when employment ends
5.36	Welfare	D	6 Years	Retention begins after the date of the last action
5.37	Personnel Security Information and Records following end of employment: <ul style="list-style-type: none"> ○ Staff leaving at normal retirement age ○ Staff leaving before normal retirement age ○ Staff who have died in service 	D D D	5 Years 10 Years 1 Year	
5.38	Employment Probation	D	5 Years	
5.39	Salary Sacrifice	D	2 Years	Retention begins once the allowance has ceased. Authorisation documentation.

5.40	Change of Post / Department and Managed Moves	D	After Summary Noted	Note made on individual's personnel file
5.41	Bankruptcy and Insolvency	D	After Bankruptcy Order Ceases	
5.42	Employment Tribunals	D	6 Years	Retention starts when the tribunal has concluded. Based on the 6 year time limit within which legal proceedings must be commenced as laid down in the Limitation Act 1980
5.43	Professions <ul style="list-style-type: none"> Personal information collected to keep members informed about vacancies, training and networking opportunities within the profession. 	D	2 Years	Retention begins after the last action has been carried out.

5.44	Type of documents likely to be subject to a maximum retention under Data Protection rules:			
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All records in this section are likely to contain personal sensitive information.

Don't Forget!

**The Right to Restrict Processing:
When processing is restricted, you are permitted to store the personal data, but not further process it. You can retain just enough information about the individual to ensure that the restriction is respected in future.**

No maximum retention

Use standard retentions given above

PART 6: HEALTH & SAFETY

Health and safety information and records are either required to fulfil a statutory obligation or may be needed as a prerequisite to carrying out certain activities. Failure to hold valid documents may attract the penalties of prosecution, improvement or prohibition notices.

Ref No	Description of Information & Records	Disposal Action	Recommended Retention	Comments & References
6.1	<p>Control of Substances Hazardous to Health Regulations 1999/2002</p> <p>Reg. 7 (10) – special provision relating to biological agents.</p> <p>List of employees exposed to Group 3 and 4 Biological Agents (see the Regulations)</p>	R	10 Years	<p>Retention begins after last exposure.</p> <p>Possible long-term business need.</p> <p>The Control of Substances Hazardous to Health Regulations 2002 (COSHH) (SI 2002/2677)</p>
6.2	<p>Control of Substances Hazardous to Health Regulations 1999 / 2002</p> <p>Schedule 9 - special provision relating to biological agents</p> <p>Where exposure may lead to a disease many years later</p>	D	50 Years (or when the employee reaches 75 years old, whichever is longer)	<p>Retention begins from the date of the last entry.</p> <p>The Control of Substances Hazardous to Health Regulations 2002 (COSHH) (SI 2002/2677)</p> <p>Information and Records Management: NHS Code of practice 2016</p>

6.3	Control of Substances Hazardous to Health Regulations 1999 / 2002 Reg. 9 - maintenance, examination and test of control measures. Examination and testing of control equipment and repairs carried out as a result	D	5 Years	The Control of Substances Hazardous to Health Regulations 2002 (COSHH) (SI 2002/2677)
6.4	Control of Substances Hazardous to Health Regulations 1999 / 2002 Reg. 10 - monitoring exposure at the workplace ○ general exposure ○ personal exposure of identifiable employee	D D	5 Years 50 Years (or when the employee reaches 75 years old, whichever is longer)	The Control of Substances Hazardous to Health Regulations 2002 (COSHH) (SI 2002/2677) Information and Records Management: NHS Code of practice 2016
6.5	Control of Substances Hazardous to Health Regulations (COSHH) 1999 / 2002 Reg. 11 - health surveillance of employees who are, or are liable to be, exposed to a substance hazardous to health, incl. medical reports.	D	50 Years (or when the employee reaches 75 years old, whichever is longer)	The Control of Substances Hazardous to Health Regulations 2002 (COSHH) (SI 2002/2677) Information and Records Management: NHS Code of practice 2016
6.6	Factories Act General Register Order 1973 Form F31, recording details relating to the factory,	D	15 Years	Only applies to Welsh Government Properties

	such as name and address of occupier, nature of work, fire certificate, etc.			
6.7	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995	D	15 Years	
6.8	Social Security (Claims and Payments) Regulations 1979 Accident book (form BI 510)	D	5 Years	
6.9	Accident Books / Reports	D	3 Years	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013) (SI 2013/1471) as amended. Special rules apply concerning incidents involving hazardous substances
6.10	The Ionising Radiations Regulations 2000 <ul style="list-style-type: none"> ○ examination of respiratory protective equipment ○ health records 	D D	3 Years 50 Years (or when the employee reaches 75 years old, whichever is longer)	The Ionising Radiations Regulations 2017. Information and Records Management: NHS Code of practice 2016
6.11	The Ionising Radiations (Outside Workers) Regulations 1993 Radiation Passbook	D	5 Years	

6.12	Control of Lead at Work Regulations 2003 Maintenance of Control Measures	D	5 Years	The Control of Lead at Work Regulations 2002 (SI 2002/2676)
6.13	Control of Lead at Work Regulations 2003 Air Monitoring	D	5 Years	The Control of Lead at Work Regulations 2002 (SI 2002/2676)
6.14	Control of Lead at Work Regulations 2003 Medical Surveillance	D	50 Years (or when the employee reaches 75 years old, whichever is longer)	The Control of Lead at Work Regulations 2002 (SI 2002/2676) Information and Records Management: NHS Code of practice 2016
6.15	Control of Asbestos at Work Regulations 2004 Health surveillance (incl. medical reports)	D	50 Years (or when the employee reaches 75 years old, whichever is longer)	The Control of Asbestos at Work Regulations 2012 (SI 2012/632) Information and Records Management: NHS Code of practice 2016
6.16	Work in Compressed Air Regulations 2004 ○ Health Surveillance	D	50 Years (or when the employee reaches 75 years old, whichever is longer)	Information and Records Management: NHS Code of practice 2016

	○ Exposure		is longer)	
6.17	Special Waste Regulations 1996 Consignment Note	D	3 Years	
6.18	Environment Protection (Duty of Care) Regulations 1991 Consignment Note (Controlled Waste)	D	2 Years	
6.19	Nitrate Pollution Prevention (Wales) Regulations 2008 Monitoring	D	10 Years	1991 EU Nitrates Directive
6.20	Noise (Noise at Work Regulations (NI) (1990)	D	50 Years (or when the employee reaches 75 years old, whichever is longer)	Information and Records Management: NHS Code of practice 2016
6.21	Staff Pre-Employment and Health Screening Questionnaire	D	3 Years	Retention starts when employment ends. Management of Health and Safety at Work Regulations 1999
6.22	Occupational Health	D	6 Months	Retention starts when employment ends – unless litigation ensues. Limitation period for personal injury claims (there may also be circumstances where it is not

				<p>practical to separate these records from other Occupational Health records, such as for Health Surveillance purposes).</p> <p>Information & Records Management: NHS Code of practice 2016</p>
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6.23	<p>Type of documents likely to be subject to a maximum retention under Data Protection rules:</p> <ul style="list-style-type: none"> ○ When employee personal details are included (such as health screening / health reports / medical surveillance) <p>Don't Forget!</p> <p>The Right to Restrict Processing: When processing is restricted, you are permitted to store the personal data, but not further process it. You can retain just enough information about the individual to ensure that the restriction is respected in future.</p>		No maximum retention	Use standard retentions given above
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PART 7: EUROPEAN FUNDED PROGRAMMES AND PROJECTS⁴



Projects can be subject to audit at any time up to three years after Programme closure, i.e. when WEFO and EC have agreed financial closure - and it is therefore a requirement of the grant that original documents are retained and capable for inspection over this entire period. Failure to produce evidence can result in the repayment of a grant.


Ref No	Description of Information & Records	Disposal Action	Recommended Retention	Comments & References
7.1	2014 – 2020 European Funded Programmes & Projects	D	31 December 2026	Retention date in accordance with EU 1303/2013, article 140, para 1 and 2
7.2	2007 – 2013 European Funded Programmes & Projects, for example: <ul style="list-style-type: none"> ○ Convergence covering West Wales and the Valleys ○ Regional Competitiveness and Employment covering East Wales ○ Territorial Co-operation, including the Ireland-Wales Cross-Border Programme 	D	2025	Must be retained for three years from final payment from EC to WG.

⁴ Papers relating to pre- 2000 EU Funded Programmes:

The document retention periods associated with the 1994 to 1999 programmes have lapsed, therefore, all documentation relating to the projects and project expenditure may be destroyed (Ref The Welsh European Funding Office (WEFO) update of 30-10-12 – ‘Closure of European Structural Fund and Community Initiative Programmes 1994 to 1999 refers’).

To ensure no risk of recovery, the retention dates included in the Retention & Disposal Schedule are for guidance only. Full consultation with WEFO will be undertaken before any or the information or records from the 2000-2006, 2007-2013 and 2014-2020 Programmes are destroyed.

	<ul style="list-style-type: none"> ○ Schemes which come under the European Agricultural Fund: Rural Development (e.g. Farming Connect) ○ European Regional Development Fund 			
7.3	<p>2000 – 2006 Programmes and Community Initiatives supported by the European Regional Development Fund</p> <ul style="list-style-type: none"> ○ Objective 2 & Objective 2 Transitional ○ INTERREG IIIA ○ URBAN II ○ Objective 1 	<p>D</p> <p>D</p> <p>D</p> <p>D</p>	<p>2016</p> <p>2016</p> <p>2014</p> <p>2017</p>	<p>Retentions as outlined in WEFO guidance (20/09/2016):</p> <p> WEFO Retention Dates.pdf</p>
7.4	<p>2000-2006 Programmes supported by the European Social Fund (ESF)</p> <ul style="list-style-type: none"> ○ Objective 3 	<p>D</p>	<p>2017</p>	<p>Retentions as outlined in WEFO guidance (20/09/2016):</p> <p> WEFO Retention Dates.pdf</p>
7.5	<p>2000-2006 Programme supported by the Financial Instruments for Fisheries Guidance (FIFG)</p> <ul style="list-style-type: none"> ○ Objective 1 	<p>D</p>	<p>2017</p>	<p>Retentions as outlined in WEFO guidance (20/09/2016):</p>

				 WEFO Retention Dates.pdf
7.6	2000-2006 Programmes and Community Initiatives supported by the European Agricultural Guidance and Guarantee Fund (EAGGF) <ul style="list-style-type: none"> ○ LEADER+ ○ Objective 1 	D	2014	Retentions as outlined in WEFO guidance (20/09/2016):  WEFO Retention Dates.pdf
7.7	Common Agricultural Policy (CAP) - European Union Agricultural Subsidies and Programmes System Including Tir Gofal scheme	D	10 Years	Retention begins from the date of final payment
7.8	European Funding Related Policy Documents	D	10 Years	
7.9	Unsuccessful tenders for EU Projects	D	1 Year	Retention begins from notification of unsuccessful tender being issued

<p>7.10</p>	<p>Type of documents likely to be subject to a maximum retention under Data Protection rules:</p> <ul style="list-style-type: none"> ○ Information and Records which include individuals' personal details <p>Don't Forget!</p> <p>The Right to Restrict Processing: When processing is restricted, you are permitted to store the personal data, but not further process it. You can retain just enough information about the individual to ensure that the restriction is respected in future.</p>		<p>Minimum / maximum retentions in place</p>	<p>Information and records must be retained until the specified date given above for the corresponding programme.</p> <p>Information and records should not be retained beyond this date once sign off has been received from WEFO.</p>
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PART 8: STATE AID

State Aid is: any aid from the public resources (e.g. grants, loans, tax exemptions, acquisition of shares, debt write off, guarantee, provision / purchase of goods and services at below market rates... etc.) granted to an undertaking (an undertaking is any legal entity carrying out a commercial activity; a commercial activity is anything that can be bought or sold) which distorts or threatens to distort competition by favouring certain undertakings or the production of certain goods and affects trade between the member states of the European Union.

Ref No	Description of Information and Records	Disposal Action	Recommended Retention	Comments & References
8.1	2014-2020 State Aid Grants, Loans, Tax Exemptions All Information and Records	D	10 Years	Retention starts from the date on which last ad hoc aid was granted or last aid was granted under a scheme (e.g. Support for Training-SA.49664).
8.2	2007-2013 State Aid Grants, Loans, Tax Exemptions All Information and Records	D	10 Years	Retention starts from the date on which last ad hoc aid was granted or last aid was granted under a scheme (e.g. Support for Training-SA.49664).

8.3	Type of documents likely to be subject to a maximum retention under Data Protection rules:			
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	<ul style="list-style-type: none"> ○ Information and records which include individuals' personal details <p>Don't Forget!</p> <p>The Right to Restrict Processing: When processing is restricted, you are permitted to store the personal data, but not further process it. You can retain just enough information about the individual to ensure that the restriction is respected in future.</p>		<p>Minimum / maximum retentions in place</p>	<p>Information and records must be retained until the specified date given above.</p>
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PART 9: CONTRACTS (NON-EU FUNDED)⁵

Ref No	Description of Information and Records	Disposal Action	Recommended Retention	Comments & References
9.1	Contracts < £5,000 (relating to goods)	D	2 Years	
9.2	Contracts > £5,000 (relating to goods)	D	6 Years	Retention begins from the date the contract ends
9.3	Contracts relating to services	D	7 Years	Retention begins from the date of the payment of account
9.4	Major Contracts for periods of more than 10 years	R	20 Years	Possible long-term business need
9.5	Procurement Strategy: <ul style="list-style-type: none"> ○ Business case 	D	3 Years	Retention begins from the date the contract ends

⁵ Legislation underpinning the retention of the information or records relating to contracts is the Limitation Act 1980 (as amended by similar legislation in 1984 and 1987).

Other relevant statutes include:

- Unfair Contract Terms Act 1977
- Latent Damage Act 1986
- Consumer Protection Act 1987

	<ul style="list-style-type: none"> ○ Evaluation criteria / matrix (includes financial & technical capacity / stability) ○ Invitations to tender ○ Evaluation of tenders (including scores, reports and notes) 			
9.6	Procurement Strategy: <ul style="list-style-type: none"> ○ Expressions of interest 	D	1 Year	Retention begins from date of contract being awarded
9.7	Procurement Strategy: <ul style="list-style-type: none"> ○ List of potential tenderers 	D	1 Year	To be updated with new supplier information received during the contract period in readiness for re-tendering. Original list to be retained for 1 year from contract end date, and then destroyed/deleted.
9.8	Procurement Strategy: <ul style="list-style-type: none"> ○ Unsuccessful tender documentation (including clarifications) 	D	1 Year	Retention starts from notification of unsuccessful tender being issued
9.9	Procurement Strategy: <ul style="list-style-type: none"> ○ Signed contracts ○ Final accounts and disputes over payment 	D	6 Years	Retention starts from end of contract Limitation Act 1980 Section 5 sets the time limit for actions founded on simple contracts at 6 years]. NB – EU Regs Chapter 4 (83) Retention of contract copies states minimum of 3 years for contracts.

9.10	Procurement Strategy: <ul style="list-style-type: none"> Financial transaction data 	D	7 Years	Retention begins from the date of transaction
9.11	Procurement Strategy: <ul style="list-style-type: none"> Any contract executed as a deed and any variation of or extension to a contract that has been executed as a deed 	D	12 Years	Retention begins from end of contract Limitation Act 1980 Section 8 sets the time limit for 'specialties' (of which a deed is a type) to 12 years

9.12	<p>Type of documents likely to be subject to a maximum retention under Data Protection rules:</p> <ul style="list-style-type: none"> Contractors' personal information <p>Don't Forget!</p> <p>The Right to Restrict Processing: When processing is restricted, you are permitted to store the personal data, but not further process it. You can retain just enough information about the individual to ensure that the restriction is respected in future.</p>		No maximum retention	Use standard retentions given above
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PART 10: PROJECTS

These retention values for projects do not include EU Funded Programmes and Projects or State Aid (please see Part 8).

Ref No	Description of Information and Records	Disposal Action	Recommended Retention	Comments & References
10.1	Project Proposals <ul style="list-style-type: none"> ○ Approved ○ Rejected or Deferred 	D D	10 Years 5 Years	Retention begins from the date of completion of the project
10.2	Project Initiation Documents (PID) and supporting documentation, incl. business cases	D	10 Years	Retention begins from the date of completion of the project Major projects may have long-term business need or historical significance.
10.3	Feasibility Studies <ul style="list-style-type: none"> ○ Reports ○ Working Papers / Draft Reports ○ Correspondence 	D D D	10 Years 2 Years 5 Years	Retention begins from date of issue Retention begins from the date of completion of the project Major projects may have long-term business need or historical

				significance.
10.4	Plans and Specifications (statements of requirements, operational requirement, technical plans, resource plans etc.) <ul style="list-style-type: none"> ○ Provisional / Proposals ○ Final / Variations 	D D	5 Years 10 Years	Retention begins from the date of completion of the project
10.5	Contracts and Agreements (see also Building Information and Records – Deeds & SPAs) <ul style="list-style-type: none"> ○ Contracts Under Seal ○ Other Contracts ○ Title Deeds ○ Correspondence 	D	Retain Permanently	Title deeds are not public records but should be retained permanently by WG for administrative purposes
10.6	Contractors <ul style="list-style-type: none"> ○ Nominations (approved and rejected) ○ Approved List ○ Removals / Suspensions 	D D D	1 Year When Superseded 6 Years	Retention begins from date of issue Retention begins from the end date of the project
10.7	Tender Boards			

	<ul style="list-style-type: none"> ○ Record Set of Papers ○ Other Copies ○ Working Papers ○ Minutes of Meetings 	D	At end of project	
		D	1 Year	
		D	2 Years	
		D	5 Years	
10.8	Maps, Plans, Drawings and Photographs <ul style="list-style-type: none"> ○ Master Set ○ Working Copies ○ Other Copies 	D	10 Years	Retention begins from the date of completion of the project
		D	At end of project	Major projects may have long-term business need or historical significance.
		D	5 Years	
10.9	Financial Documents, incl. investment appraisals (see also Part 2 Finance Records Accounting)	D	6 Years	Retention begins from the date of completion of the project
10.10	Equipment and Supplies	D	6 Years	Retention begins from the date of completion of the project
10.11	Land Records <ul style="list-style-type: none"> ○ Allocation ○ Procurement / Disposal 	D	When land is released for other purposes	
		D	12 Years	Retention begins from the date of disposal of the land
10.12	Human Resources – see Part 5 HR Management			Information and records should be kept by HR

10.13	Health & Safety – see Part 6 Health & Safety			
10.14	Project Boards, Assessment Meetings etc. <ul style="list-style-type: none"> ○ Minutes ○ Correspondence 	D	5 Years	Major projects may have long-term business need or historical significance.
10.15	Reports (stage assessments, quality reviews, highlight reports, GANTT charts, VSIO etc.) <ul style="list-style-type: none"> ○ Draft ○ Interim ○ Final / Evaluation 	D D R	At the end of the project 5 Years 20 Years	 Retention begins from date of issue Possible long-term business need
10.16	Product Descriptions Project Operating Manuals	D	5 Years	Retention begins from the date of completion of the project
10.17	Other Project Papers, such as: <ul style="list-style-type: none"> ○ Copies of documentation from other projects ○ Product information ○ Equipment / Machinery ○ Training courses ○ Correspondence 	D	2 Years	Retention begins from the date of completion of the project

10.18	<p>Type of documents likely to be subject to a maximum retention under Data Protection rules:</p> <ul style="list-style-type: none"> ○ Any personal information which may have been captured as part of the project planning process (employees' / contractors' personal details etc.) <p>Don't Forget!</p> <p>The Right to Restrict Processing: When processing is restricted, you are permitted to store the personal data, but not further process it. You can retain just enough information about the individual to ensure that the restriction is respected in future.</p>		No maximum retention	Use standard retentions given above

PART 11: CARE INSPECTORATE WALES (CIW)

These retentions relate to the information created as part of the work of the Care Inspectorate Wales (CIW) and are taken from the “CIW – Retention and Disposal Schedule v2.0” which was produced in September 2018.

Ref No	Description of Information and Records	Disposal Action	Recommended Retention	Comments & References
11.1	Enquiries: <ul style="list-style-type: none"> ○ Enquiry Record (CaSSi Database Record) 	D	6 Months	Retention starts from closure of enquiry
11.2	Registered/Refused services: <ul style="list-style-type: none"> ○ Service Record (CaSSi Database Record) ○ Copy of Notice of Proposal (NOP) & Notice of Decision (NOD) 	D	6 Years (or Indefinitely for Refused and Enforced Cancelled Services)	Retention starts from de-registration of service (this date to be taken from CIW's database, CaSSI)
11.3	Registered / Refused Services: <ul style="list-style-type: none"> ○ Copy of signed registration certificate ○ Application forms part 1, 1b, 1a, RP/RI etc. ○ Manager application ○ Change Record (CaSSi Database Record) ○ Online Variation Record (CaSSi Database 	D	6 Years	Retention starts from de-registration of service (this date to be taken from CIW's database, CaSSI)

	<p>Record)</p> <ul style="list-style-type: none"> ○ Variation forms ○ Voluntary Cancellation of Service ○ Statement of purpose (each latest Statement of Purpose received will replace the previous one) ○ Notification of change of address ○ Letter from Provider/Manager confirming agreement to NOP/conditions ○ Suspension Record (CaSSi Database Record) ○ Voluntary suspension requests and related correspondence ○ Registration report ○ Plans of premises 			
11.4	<p>Registered / Refused Services:</p> <ul style="list-style-type: none"> ○ Fit person questionnaire completed by applicant ○ Fit person interview notes 	D	6 Months	Retention begins from de-registration of person

11.5	Registered / Refused Services: <ul style="list-style-type: none"> ○ Application form part 2 		Returned immediately	From the completion of registration process
11.6	Registered / Refused Services: <ul style="list-style-type: none"> ○ Registration Record (CaSSi Database Record) ○ Application acknowledgement letter ○ Reference request letters ○ Invitation to interview letters ○ Other letters to applicant regarding application i.e. further information or clarification required ○ Letter to accompany NOP & NOD ○ References – medical reference, social services reference for applicants ○ Financial information from provider ○ Financial appraisal from finance department 	D	6 Months	Retention begins following completion of registration process (this date to be taken from CIW's database, CaSSI)
11.7	Inspection Documents: <ul style="list-style-type: none"> ○ Inspection Record (CaSSi Database Record) ○ Published Inspection report 	D	8 Years	Retention starts from publication of report (this date to be taken from CIW's database, CaSSI)

	<ul style="list-style-type: none"> ○ Non Compliance Notices 			
11.8	<p>Inspection Documents:</p> <ul style="list-style-type: none"> ○ Self Assessment of Service Statement (SASS) ○ Provider quality of care/annual reports ○ Inspection report response form ○ Letters from provider re inspection 	D	3 Years	<p>Latest SASS to replace previous or 3 years from SASS receipt.</p> <p>Retention starts from publication of report (this date to be taken from CIW's database, CaSSI)</p>
11.9	<p>Inspection Documents:</p> <ul style="list-style-type: none"> ○ Inspection record (completed electronically) ○ Inspection record (handwritten) 	D	18 Months	Retention starts from publication of report (this date to be taken from CIW's database, CaSSI)
11.10	<p>Inspection Documents:</p> <ul style="list-style-type: none"> ○ Post Inspection Feedback Questionnaire 	D	1 Year	Retention begins from date of receipt
11.11	<p>Inspection Documents:</p> <ul style="list-style-type: none"> ○ Accompanying letter to SASS 	D	6 Months	Retention starts from publication of report (this date to be taken from CIW's database, CaSSI)

11.12	<p>Inspection Documents:</p> <ul style="list-style-type: none"> ○ Staff/SU/Relatives questionnaires 	D	Immediately	From publication of report
11.13	<p>Concerns :</p> <ul style="list-style-type: none"> ○ Concern Record (CaSSi Database Record) ○ Correspondence raising a concern ○ Letters, documents and other media re concern consideration ○ Inspector's notes on concern consideration 	D	3 Years	Retention begins from resolution of concern (this date to be taken from CIW's database, CaSSI)
11.14	<p>Concerns :</p> <ul style="list-style-type: none"> ○ 2 day concern acknowledgement / 5 day concern details letter 	D	6 Months	Retention begins from resolution of concern (this date to be taken from CIW's database, CaSSI)
11.15	<p>Safeguarding :</p> <ul style="list-style-type: none"> ○ Safeguarding Record (CaSSi Database Record) ○ Letter to LA/POVA chair re POVA investigation ○ VA1 referrals ○ Letter of concern ○ POVA minutes received 	D	3 Years	Retention begins from resolution of safeguarding (this date to be taken from CIW's database, CaSSI)

	<ul style="list-style-type: none"> ○ Letters and other documents re Protection of Vulnerable Adults Scheme (POVA) investigation ○ Inspector's notes on consideration 			
11.16	<p>Enforcement:</p> <ul style="list-style-type: none"> ○ Fact finding review or criminal investigation reports and panel meeting minutes ○ Copies of compliance notices ○ Notices to de-register / impose conditions ○ Correspondence to and from provider re compliance notices / enforcement ○ Correspondence to and from Legal Services re enforcement 	D	6 Years	Retention begins from end of enforcement activity (this date to be taken from CIW's database, CaSSI)
11.17	<p>Enforcement:</p> <ul style="list-style-type: none"> ○ Evidence files associated with fact finding reviews or criminal investigations ○ Evidence files associated with civil enforcement ○ Original records seized from all other Services (where service/provider has closed) 	D	3 Years	Retention begins from end of enforcement activity (this date to be taken from CIW's database, CaSSI)

11.18	<p>Enforcement:</p> <ul style="list-style-type: none"> ○ Original records seized from Services (where service/provider is still operating) ○ Original records seized from Children's Residential Services (where service/provider has closed) 		<p>Returned immediately to Service / Provider</p> <p>Passed immediately to the placing authority</p>	Retention begins from end of enforcement activity (this date to be taken from CIW's database, CaSSI)
11.19	<p>Local Authority Inspection:</p> <ul style="list-style-type: none"> ○ Published reports 	D	8 Years	Retention begins from publication of report
11.20	<p>Local Authority Inspection:</p> <ul style="list-style-type: none"> ○ Records of evidence and case audit tools 	D	6 Years	Individual RoEs and CATs to be retained until publication of report. Aggregated data to sit with IET and retained according to WG retention schedule - 6 years
11.21	<p>Local Authority Inspection:</p> <ul style="list-style-type: none"> ○ Concerns documentation ○ Engagement & Performance Review files including scheduled meetings with heads of service & directors, AMs undertaking engagement meetings, Director's report & 	D	3 Years	<p>Retention starts from resolution of concern</p> <p>Retention starts from closure of file</p>

	<p>response letter</p> <ul style="list-style-type: none"> Information and evidence provided by the LA 			
11.22	<p>Local Authority Inspection:</p> <ul style="list-style-type: none"> Handwritten notebooks 	D	Immediately following publication of report	
11.23	<p>Notifications:</p> <ul style="list-style-type: none"> Notification Record (CaSSi Database Record) Online Notification Record (CaSSi Database Record) Associated documents 	D	3 Years	Retention begins from date received (or until publication of next Inspection Report if later than 3 years)
11.24	<p>Other CaSSi Database Records:</p> <ul style="list-style-type: none"> Person Record (CaSSi Database Record) where not linked to any service or service provider Organisation Record (CaSSi Database Record) where not linked to any service or service provider 	D	1 Year	Retention begins from the date of the last activity, or if no activity then the record creation date
11.25	<p>Child Care at Home Voluntary Approval Scheme:</p> <ul style="list-style-type: none"> Application documents 	D	3 Years	Retention starts from the date of application completion

11.26	Child Care at Home Voluntary Approval Scheme: <ul style="list-style-type: none"> Application information 	D	6 Years	Retention starts from approval end
11.27	Fostering and Adoption Checks: <ul style="list-style-type: none"> Fostering and Adoption Checks 	D	Immediately following completion of checks	
11.28	Communications: <ul style="list-style-type: none"> Events, meetings, consultations newsletters and bulletins 	D	Immediately following de-registration of service	
11.29	Communications: <ul style="list-style-type: none"> Images, videos, pen portraits, written comments, reviews and accounts for use in Communications work 	D	5 Years	Retention starts from the date of acquisition

11.30	Type of documents likely to be subject to a maximum retention under Data Protection rules: The majority of these type of information and records will contain personal sensitive information, including that relating to children and vulnerable adults		No maximum retention	Use standard retentions given above
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Don't Forget!

The Right to Restrict Processing:
When processing is restricted, you are permitted to store the personal data, but not further process it. You can retain just enough information about the individual to ensure that the restriction is respected in future.

PART 12: CHILDREN AND FAMILY COURT ADVISORY AND SUPPORT SERVICE WALES (CAFCASS CYMRU)

Ref No	Description of Information and Records	Disposal Action	Recommended Retention	Comments & References
12.1	Casework	D	35 Years	<p>Retention begins from the date of birth of the youngest child involved in a particular case.</p> <p>For casework records created pre-April 2005 (CAFCASS transfer date to WG): 1 April 2005 is used as the date of birth, and is the trigger date from which the 35 years is calculated.</p>

<p>12.2</p>	<p>Type of documents likely to be subject to a maximum retention under Data Protection rules:</p> <p>All CAFCASS casework will contain personal and/or sensitive personal information</p> <p>Don't Forget!</p> <p>The Right to Restrict Processing: When processing is restricted, you are permitted to store the personal data, but not further process it. You can retain just enough information about the individual to ensure that the restriction is respected in future.</p>		<p>No maximum retention</p>	<p>Use standard retention given above</p>
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PART 13: HEALTH - INCLUDING HEALTHCARE INSPECTORATE WALES (HIW)

Ref No	Description of Information and Records	Disposal Action	Recommended Retention	Comments & References
13.1	<ul style="list-style-type: none"> ○ Accreditation and Records of Inspections ○ Healthcare Establishment Files (inspected institutions incl. LHBs, independent healthcare settings, GP surgeries etc. plus other organisations associated with HIW) 	D	10 Years	
13.2	<p>LSA</p> <ul style="list-style-type: none"> ○ Supervisory records relating to investigations of clinical incident, alleged misconduct or incompetence relating to a midwife ○ Records relating to the care of the woman or baby which have been transferred from a self-employed midwife to the LSA ○ Formal LSA practice programme and the outcome details 	D	25 Years	<p>Nursing and Midwifery Council (NMC) Midwives rules and standards 2012</p> <p>HIW's function as the Local Supervising Authority in Wales ceased on 31 March 2017 – all records created before this date will remain covered by this Retention Schedule.</p>
13.3	LSA – Supervisors' records relating to the statutory supervision of midwives	D	7 Years	<p>NB – All records relating to the statutory supervision of midwives must be kept separately from employment records.</p> <p>Nursing and Midwifery Council (NMC) Midwives rules and</p>

				standards 2012 HIW's function as the Local Supervising Authority in Wales ceased on 31 March 2017 – all information and records created before this date will remain covered by this Retention Schedule.
13.4	Quality Assurance of Nursing and Midwifery Education	D	5 Years	
13.5	Documentation relating to Mental Health Act activities	D	10 Years	All specific documentation relating to Mental Health Act activities, such as visits, second opinions and Section 57 Panels should be kept for 8 years after the date of the last document or visit. Information relating to complaints about service user care under the Mental Health Act should be kept for 10 years from the date of the last document.
13.6	Controlled Drugs <ul style="list-style-type: none"> ○ Destruction Information and Records (Pharmacy and Ward Based) ○ Controlled Drugs (TTOs / OP) ○ Controlled Drugs Order Books, Ward Orders 	D	2 Years	

	and Requisitions			
13.7	Operations	D	10 Years	
13.8	Investigations	D	25 Years	See also 13.2. Nursing and Midwifery Council (NMC) Midwives rules and standards 2012
	<ul style="list-style-type: none"> ○ Investigations concerning pregnant women or births ○ Other investigations 	D	15 Years	
13.9	Registration	D	7 Years	Retention begins from the date of de-registration
13.10	Review Service for Mental Health	D	25 Years	
13.11	Inspection Tender and contract information for inspections, post-inspections and other inspections			
	<ul style="list-style-type: none"> ○ Contracts (Non-EU) < £5,000 	D	5 Years	Possible long-term business need
	<ul style="list-style-type: none"> ○ Contracts > £5,000 	D	10 Years	
	<ul style="list-style-type: none"> ○ Contracts relating to services 	R	2 Years	
<ul style="list-style-type: none"> ○ Major Contracts for longer than 10 years 	R	15 Years		

13.12	Contractors' Files	D	3 Years	
13.13	Complaints	D	5 Years	If complaint sets a precedent it will need to be reviewed for possible long-term business need
13.14	Peer Assessor Files	D	3 Year	
13.15	<p>Health & Social Services – Pharmaceutical Claims</p> <p>Records dating from 1 January 2000:</p> <ul style="list-style-type: none"> ○ Budgets and Drug Allocations to Local Health Boards ○ Documents (including minutes of meetings) relating to prescribing issues, whether internal or external. Including the All Wales Medicines Management Strategy Group meetings. ○ Policy, prescribing recommendations, guidance, guidelines, drug formularies, targets and incentives relating to prescribing. Including any encouragement to switch between drugs. 	R	20 Years	Possible long-term business need

13.16	<p>Type of documents likely to be subject to a maximum retention under Data Protection rules:</p> <ul style="list-style-type: none"> ○ Inspections / complaints / supervisory records will all contain sensitive information <p>Don't Forget!</p> <p>The Right to Restrict Processing: When processing is restricted, you are permitted to store the personal data, but not further process it. You can retain just enough information about the individual to ensure that the restriction is respected in future.</p>		No maximum retention	Use standard retentions given above
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14.4	Special Interest Files	D	Judicial guidance required on a case by case basis	Based on guidance received from MHRTW 08/05/2015
14.5	Members' Files <ul style="list-style-type: none"> ○ Appointment letters ○ Appraisal forms 	D	Retain until age 75 or 5 years after last document has been placed upon file, which ever is the latest.	Based on guidance received from MHRTW 08/05/2015
14.6	Members' fees and expenses claim information	D	7 Years	Based on guidance received from MHRTW 08/05/2015
14.7	Members' training bookings	D	6 Years	Based on guidance received from MHRTW 08/05/2015

14.8	<p>Type of documents likely to be subject to a maximum retention under Data Protection rules:</p> <p>These records and information are all likely to contain personal and/or sensitive personal information</p> <p>Don't Forget!</p> <p>The Right to Restrict Processing: When processing is restricted, you are</p>		No maximum retention	Use standard retentions given above
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permitted to store the personal data, but not further process it. You can retain just enough information about the individual to ensure that the restriction is respected in future.

PART 15: HOUSING REGULATION

Ref No	Description of Information and Records	Disposal Action	Recommended Retention	Comments & References
15.1	<p>Housing and Community:</p> <ul style="list-style-type: none"> ○ Case work relating to Registered Social Landlords in Wales ○ Complex case intervention work (including briefing papers relating to complex cases referred to the Regulatory Board for Wales) ○ Regulatory activity relating to regulatory interventions - both voluntary and statutory in nature 	D	15 Years	
15.2	<p>Consents:</p> <ul style="list-style-type: none"> ○ Consents - Disposal 3, Sealed deeds, Land Registry Forms, consent correspondence, construction consents 	D	15 Years	
15.3	<p>Consents:</p> <ul style="list-style-type: none"> ○ Instruments relating to registration and de-registration of an RSL ○ Founding governance instruments relating to a new RSL 	A	Retain permanently	Non-public records to be retained by WG for legal reasons

	<ul style="list-style-type: none"> ○ Constitutional consents that record changes such as transfer of engagements and amalgamations ○ Consents relating to Welsh Government charges held over property and land assets 			
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<p>15.4</p>	<p>Type of documents likely to be subject to a maximum retention under Data Protection rules:</p> <p>Don't Forget!</p> <p>The Right to Restrict Processing: When processing is restricted, you are permitted to store the personal data, but not further process it. You can retain just enough information about the individual to ensure that the restriction is respected in future.</p>			
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PART 16: EDUCATION

Ref No	Description of Information and Records	Disposal Action	Recommended Retention	Comments & References
16.1	<p>Academi Wales:</p> <p>Leadership and Development Programme records, including:</p> <ul style="list-style-type: none"> ○ Scoping ○ Planning ○ Marketing ○ Individual development interventions ○ Evaluation 	D	10 Years	<p>Personal / sensitive data to be removed from a record and destroyed, or anonymised, immediately after use but no later than the life of the programme + 13 months.</p> <p>Any exception to be agreed and recorded by the IAO.</p> <p>Internal process checklists to inform data processing.</p>
16.2	<p>Staff Training:</p> <ul style="list-style-type: none"> ○ Training History / Staff Training (Individual Training Records) – including training and development records relating to attendance and achievement of individual employees 	D	6 Years	<p>Retention begins after end of WG employment (any exception to be agreed and recorded by the IAO).</p>

	<p>(excluding records of training for work with hazardous substances).</p> <ul style="list-style-type: none"> ○ Training Provision (Course Administration) ○ Training Provision (Course Content) 			Retention begins after superseded or course no longer provided
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16.3	<p>Type of documents likely to be subject to a maximum retention under Data Protection rules:</p> <p>Academi Wales – individual learners’ personal information</p> <p>Don’t Forget!</p> <p>The Right to Restrict Processing: When processing is restricted, you are permitted to store the personal data, but not further process it. You can retain just enough information about the individual to ensure that the restriction is respected in future.</p>		Maximum retention	Personal / personal sensitive data to be removed from a record and destroyed, or anonymised, immediately after use but no later than the life of the programme + 13 months.
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PART 17: SEA FISHERIES COMMITTEES

Ref No	Description of Information and Records	Disposal Action	Recommended Retention	Comments & References
17.1	Committee reports	A	20 Years	Transfer to a Place of Deposit (e.g. West Glamorgan Archives) for permanent preservation
17.2	Committee (and Sub-committee) minutes	A	20 Years	Transfer to a Place of Deposit (e.g. West Glamorgan Archives) for permanent preservation
17.3	Bye-laws (up to March 2010)	A	20 Years	Original signed byelaws themselves, rather than the byelaw files. Transfer to a Place of Deposit (e.g. West Glamorgan Archives) for permanent preservation
17.4	Information relating to significant historic events (such as oil spills etc.)	A	20 Years	Transfer to a Place of Deposit (e.g. West Glamorgan Archives) for permanent preservation
17.5	Chairman signed reports	A	20 Years	Transfer to a Place of Deposit (e.g. West Glamorgan Archives) for permanent preservation
17.6	Local government reviews	A	20 Years	Transfer to a Place of Deposit (e.g. West Glamorgan Archives) for permanent preservation

17.7	Sea Impress oil spill material	A	20 Years	Transfer to a Place of Deposit (e.g. West Glamorgan Archives) for permanent preservation
17.8	Species files	A	20 Years	Transfer to a Place of Deposit (e.g. West Glamorgan Archives) for permanent preservation
17.9	Dredging files	A	20 Years	Transfer to a Place of Deposit (e.g. West Glamorgan Archives) for permanent preservation
17.10	Sites of Special Scientific Interest (SSSIs)	A	20 Years	Transfer to a Place of Deposit (e.g. West Glamorgan Archives) for permanent preservation
17.11	Pembrokeshire Forum	A	20 Years	Transfer to a Place of Deposit (e.g. West Glamorgan Archives) for permanent preservation
17.12	Wind farms / tidal power	A	20 Years	Transfer to a Place of Deposit (e.g. West Glamorgan Archives) for permanent preservation
17.13	Cockles <ul style="list-style-type: none"> ○ Changes in dredging techniques ○ Imposition of restrictions etc. 	A	20 Years	Transfer to a Place of Deposit (e.g. West Glamorgan Archives) for permanent preservation
17.14	Fishing <ul style="list-style-type: none"> ○ Imposition of quotas 	A	20 Years	Transfer to a Place of Deposit (e.g. West Glamorgan Archives) for permanent preservation

	<ul style="list-style-type: none"> ○ Particular notice of reports of reactions of the fishing community ○ Conservation of fish stocks and the environment. 			
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17.15	<p>Type of documents likely to be subject to a maximum retention under Data Protection rules:</p> <ul style="list-style-type: none"> ○ Clients' personal details which have been included ○ Where details of individuals who have committed offences are included <p>Don't Forget!</p> <p>The Right to Restrict Processing: When processing is restricted, you are permitted to store the personal data, but not further process it. You can retain just enough information about the individual to ensure that the restriction is respected in future.</p>		No maximum retention	Use standard retentions given above
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PART 18: AGRICULTURE

Ref No	Description of Information and Records	Disposal Action	Recommended Retention	Comments & References
18.1	<p>Genetically Modified Organisms (GMOs)</p> <p>Records providing invaluable information on the history of GM policy developments in Wales and refer to Ministerial decisions which have influenced the current government position on GM technology.</p>	A	20 Years	<p>Of historical significance. Transfer to TNA under 20 Year Rule for permanent preservation.</p> <p>Seeds (National Lists of Varieties) Regulations 2000 and Genetically Modified Crops.</p>
18.2	<p>Environmental Impact Assessment (EIA) (Agriculture) (Wales) Regulations 2017</p> <ul style="list-style-type: none"> ○ Screening Applications ○ Tip Offs 	R	20 Years	Possible long-term business need

<p>18.3</p>	<p>Type of documents likely to be subject to a maximum retention under Data Protection rules:</p> <ul style="list-style-type: none"> ○ Screening applicants' personal details (name, address etc.) <p>Don't Forget!</p> <p>The Right to Restrict Processing: When processing is restricted, you are permitted to store the personal data, but not further process it. You can retain just enough information about the individual to ensure that the restriction is respected in future.</p>		<p>Maximum retention</p>	<p>Personal / personal sensitive data to be removed from a record and destroyed, or anonymised, 10 years after receipt</p>
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PART 19: ANIMAL AND PLANT HEALTH

Ref No	Description of Information and Records	Disposal Action	Recommended Retention	Comments & References
19.1	<p>Animal By-Products:</p> <ul style="list-style-type: none"> ○ Inspections ○ Approvals, Enforcement, Registrations ○ TSE Inspection / Sampling / Testing 	<p>D</p> <p>R</p> <p>D</p>	<p>7 Years</p> <p>7 Years</p> <p>50 Years</p>	Animal and Plant Health Agency What To Keep Guidelines 2018
19.2	<p>Animal Identification, Registration and Movement:</p> <p>This includes balai, broiler and slaughterhouse registrations, city farms etc.</p> <ul style="list-style-type: none"> ○ Animal Gatherings and Shows ○ Movement and Control Licences (including applications, final copies of licences, correspondence, approval and refusal notifications) 	D	7 Years	Animal and Plant Health Agency What To Keep Guidelines 2018
19.3	<p>Bird Registration – CITES:</p> <p>Including all information, correspondence, supporting documents</p> <ul style="list-style-type: none"> ○ Annex A Applications 	D	5 Years	Animal and Plant Health Agency What To Keep Guidelines 2018

	<ul style="list-style-type: none"> ○ Annex B Applications 	D	2 Years	
19.4	<p>Animal Welfare</p> <p>Welfare of Animals during Transport:</p> <p>Including Journey Logs (GB and other competent authorities), Transporter Authorisations, Non-compliance Correspondence, Horse/Pony Licencing and Inspections, Contingency Plans</p>	D	7 Years	Animal and Plant Health Agency What To Keep Guidelines 2018
19.5	<p>Animal Welfare</p> <ul style="list-style-type: none"> ○ Welfare of Animals on Farms (including Cross Compliance information, case work) ○ Welfare of Animals at Market (including Welfare Liaison Groups, case work) ○ Welfare of Animals at Slaughter (including certificates, enforcement, case work) 	D	15 Years	Animal and Plant Health Agency What To Keep Guidelines 2018
19.6	<p>Animal Welfare</p> <ul style="list-style-type: none"> ○ Fish Farm Inspections 	D	7 Years	Animal and Plant Health Agency What To Keep Guidelines 2018
19.7	<p>Animal Feed Controls:</p> <p>Including authorisation letters, correspondence etc.</p>	D	7 Years	Animal and Plant Health Agency What To Keep Guidelines 2018

19.8	<p>Artificial Breeding Controls:</p> <ul style="list-style-type: none"> ○ Artificial Insemination Centres, Artificial Insemination of Bovines or Equines by non-Veterinarians; ○ Unlicensed premises and related materials, and Premise Approvals; ○ Animal Approvals for Bulls and Boars, and Testing and Licensing of Bulls and Boars 	D	7 Years	Animal and Plant Health Agency What To Keep Guidelines 2018
19.9	<p>Operational Disease Work – Animals:</p> <ul style="list-style-type: none"> ○ Transmissible Spongiform Encephalopathies ○ BSE/TSE testing, sample receipts, processing and all additional/related records 	D	50 Years	Animal and Plant Health Agency What To Keep Guidelines 2018
19.10	<p>Operational Disease Work – Animals:</p> <ul style="list-style-type: none"> ○ Psittacosis-Ornithosis ○ Salmonella ○ TB in cattle, including tracings; badgers, deer and any other species 	D	10 Years	Animal and Plant Health Agency What To Keep Guidelines 2018
19.11	<p>Operational Disease Work – Animals:</p> <p>All other diseases:</p>			Animal and Plant Health Agency What To Keep Guidelines 2018

	<ul style="list-style-type: none"> ○ Exotic Diseases ○ Endemic Diseases 	D	20 Years	
		D	10 Years	
19.12	<p>Animal Health Schemes:</p> <p>Including pig, poultry, cattle, sheep and goat</p>	D	7 Years	Animal and Plant Health Agency What To Keep Guidelines 2018
19.13	<p>Operational Disease Work – Plants:</p> <ul style="list-style-type: none"> ○ Ralstonia Solanacearum (Potato Brown Rot) ○ Clavibacter Michiganensis Subsp. Sepedonicus (Potato Ring Rot) ○ Potato Cyst Nematode (PCN) – all types (Pale, Golden) ○ Potato Cyst Eelworm ○ Synchytrium Endobioticum (Potato Wart Disease) 	R	10 Years	Animal and Plant Health Agency What To Keep Guidelines 2018
19.14	<p>Plant Health Disease Surveillance / Eradication & Containment Records:</p> <ul style="list-style-type: none"> ○ Eradication & Containment programmes – including contracts, maps, images, arrangements and correspondence 	D	3 Years	Animal and Plant Health Agency What To Keep Guidelines 2018

	<ul style="list-style-type: none"> ○ Inspections and Findings – including investigations, correspondence, reports, actions and notices, records of destructions, import paperwork, phytosanitary certificates ○ Surveillance Management – including BIG meetings, agenda, minutes and meeting outputs, discussions ○ Surveys – including EU surveillance programmes, internal and project surveys, arrangements, correspondence, access agreements, meetings with stakeholders, public meetings, targets and KPIs, reports, updates, report definition forms ○ Survey data – raw data and outputs from survey activities, maps, photos/images 	D	7 Years	
		D	3 Years	
		D	7 Years	
		D	7 Years	
19.15	<p>Inspections, Audits and Compliance:</p> <p>Covers records relating to audit inspections, farm visits, nursery and plant inspections, egg and poultry meat inspections, port and airport inspections, routine or regulatory compliance monitoring.</p> <ul style="list-style-type: none"> ○ Duty Vet Day Books ○ Inspectors' Official Notebooks and Diaries (including Notebooks and Diaries for Animal 			Animal and Plant Health Agency What To Keep Guidelines 2018
		D	3 Years	
		D	7 Years	

	<p>Health Officers, PHSI and Plant Health Inspectors, NBU Inspectors, Vets)</p> <ul style="list-style-type: none"> ○ Egg and Poultry Meat Marketing Inspections ○ Wildlife Inspections (including all information relating to inspections, arrangements, nomination of inspectors, results and findings, inspection programme management) ○ Routine farm inspections (including H&S inspections) 	D	7 Years	
		D	5 Years	
		D	3 Years	
19.16	<p>Seeds – Audits & Inspections:</p> <ul style="list-style-type: none"> ○ Controlled Sampling – including all information relating to stock sampling, audits of approved trade samplers, trade sampler approvals process, annual sampling programme design and decisions ○ Seed Companies – covering annual inspection records: arrangements, notes and reports, findings and actions ○ Licenced Seed Samplers – including all information relating to audits and inspections of licenced samplers: correspondence, reports, findings 	D	3 Years	Animal and Plant Health Agency What To Keep Guidelines 2018
		D	7 Years	

PART 20: TRANSPORT

This section is used for non-standard work related to transport land transactions, structures (e.g. bridges) and road schemes.

Ref No	Description of Information and Records	Disposal Action	Recommended Retention	Comments & References
20.1	Land Acquisition			
	○ Casework	R	20 Years	Possible long-term business need (esp. prefixes ZB and BZ sub-theme 421)
	○ Deeds, Shortened Procedure Agreements, and associated documents	A	Retain Permanently	Deeds of title must be retained permanently or until property disposed of. Copy of title deeds should be kept for 6 years after disposal of the property.
	○ Land reference plans and schedules	A	Retain Permanently	
	○ Prime document files	A	Retain Permanently	File prefix BZ sub-theme 422
	○ Allocation	D	When land is released for other purposes	
	○ Procurement / Disposal	D	12 Years	Retention starts from date of disposal of land

20.2	Noise Insulation Regulations	D	10 Years	
20.3	Planning Applications	A	Retain Permanently	
20.4	Approvals <ul style="list-style-type: none"> ○ Street lighting equipment 	R	20 Years	Possible long-term business need
20.5	Legislation <ul style="list-style-type: none"> ○ Empowering ministers to impose prohibitions and/or restrictions on trunk roads ○ Empowering ministers to extend local authority traffic orders 	R	20 Years	Possible long-term business need
20.6	Recovery of rent arrears	R	20 Years	Possible long-term business need
20.7	<ul style="list-style-type: none"> ○ Statutory Instruments ○ Compulsory Purchase Orders (CPOs) ○ Clearance Orders ○ De-trunking Orders ○ Legal documents ○ Structures - Engineering Records 	A	20 Years	Offer to a Place of Deposit

20.8	Highway Safety <ul style="list-style-type: none"> ○ Lighting ○ Communications ○ Control ○ Electrical equipment 	D	10 Years	
20.9	<ul style="list-style-type: none"> ○ Emergency Telephones (on Highways) ○ Licensing Agreements ○ Engineering Records 	D	30 Years	

20.10	Type of documents likely to be subject to a maximum retention under Data Protection rules:			
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	<ul style="list-style-type: none"> ○ Land acquisition records may contain personal data relating to individuals <p>Don't Forget!</p> <p>The Right to Restrict Processing: When processing is restricted, you are permitted to store the personal data, but not further process it. You can retain just enough information about the individual to ensure that the restriction is respected in future.</p>		No maximum retention	Use standard retentions given above
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PART 21: TECHNOLOGY & TELECOMMUNICATIONS

Ref No	Description of Information and Records	Disposal Action	Recommended Retention	Comments & References
21.1	<p>Acquisition:</p> <p>Records relating to the acquisition of information and communications technology and systems, including:</p> <ul style="list-style-type: none"> ○ Planning ○ Selection ○ Specifications ○ Systems Documentation ○ Purchase 	D	5 Years	Retention begins when the system is superseded.
21.2	<p>Acquisition:</p> <p>Software licences and up-grade agreements</p>	D	When upgraded or disposed of	
21.3	<p>Application Development:</p> <p>Records documenting the development or modification of specific information and communications technology and systems, including testing documentation.</p>	D	5 Years	Retention begins when the system is superseded.

21.4	Data control and management: Records relating to the maintenance of data integrity, including data logging records.	R	2 Years	Retention begins after the date of the last action. Possible long-term business need
21.5	Data control and management: Data logging records for on-line and internet resources that provide information or advice which may have possible legal significance, for example: <ul style="list-style-type: none"> ○ System Access Logs ○ Internet Access Logs ○ System Change Logs ○ Audit Trails (showing history of access or change to data) 	R	7 Years	Retention begins after the date of the last action. Possible long-term business need
21.6	Data control and management: Records relating to the migration of information and communications systems and data from one platform to another.	D	Retain for 1 generation after migration	
21.7	Evaluation: Records relating to evaluation of information and communications technology and systems.	R	5 Years	Retention begins after the date of the last action. Possible long-term business need

21.8	<p>Installation:</p> <p>Records relating to the installation and disposal of information and communications technology and systems.</p>	R	5 Years	<p>Retention begins after the date of the last action.</p> <p>Possible long-term business need</p>
21.9	<p>Maintenance:</p> <p>Records relating to the regular maintenance and repair of information and communications technology and systems.</p>	R	2 Years	<p>Retention begins after the date of the last action.</p> <p>Possible long-term business need</p>
21.10	<p>Operations:</p> <p>Operation manuals for information and communications technology hardware and software.</p>	R	Retain for the life of the system	
21.11	<p>Operations:</p> <p>Records relating to routine operation of information and communications technology, including administration of user access/ permissions.</p>	R	2 Years	<p>Retention begins after the date of the last action.</p> <p>Possible long-term business need</p>
21.12	<p>Operations:</p> <p>Records relating to the monitoring of internet users' serious breaches of access rights, including system logs.</p>	R	7 Years	<p>Retention begins after the date of the last action.</p> <p>Possible long-term business need</p>
21.13	<p>Operations:</p> <p>Records relating to the monitoring of internet users'</p>	R	1 Year	Retention begins after the date of the last action.

	minor breaches of access rights, including system logs.			Possible long-term business need
21.14	Planning: Records relating to the development of information and communications systems strategic plan.	R	3 Years	Retention begins after the date of the last action. Possible long-term business need
21.15	Planning: Information and communications systems strategic plan.	R	5 Years	Retention begins after the date of the last action. Possible long-term business need
21.16	Privacy: Records relating to the implementation of information privacy principles and guidelines in agency information and communication technology and systems.	R	5 Years	Retention begins after they have been superseded. Possible long-term business need
21.17	Security: ○ Records relating to security of information and communication technology and systems. ○ Records relating to minor breaches of security, including unauthorised access to a computer network, alteration of data, etc.	R	2 Years	Possible long-term business need Retention begins after change or disposal of system. Retention begins after the date of the last action.

21.18	<p>Security:</p> <p>Records relating to serious breaches of security, including unauthorised access to a computer network, alteration of data, etc.</p>	R	7 Years	<p>Retention begins after the date of the last action.</p> <p>Possible long-term business need</p>
21.19	<p>Security:</p> <p>CCTV</p> <ul style="list-style-type: none"> ○ Footage ○ Deletion Certificates ○ Copies of footage as evidence in an investigation 	D	30 Days	Automatically overwritten every 30 days
		D	2 Years	
		D	When investigation concludes	
21.20	<p>Feasibility Study Reports – Proof of Concept / Requirements Analysis Documentation / Requests for Proposals (RFP) / Requests for Information</p> <ul style="list-style-type: none"> ○ Approving Authority (e.g. DOIT, TIRU & DGS) ○ IT Program 	D	4 Years	Retention begins after issue of approved Post Implementation Evaluation Report, or following an audit.
		D	4 Years	Retention begins after issue of approved Post Implementation

	<ul style="list-style-type: none"> ○ Unapproved Feasibility Study Reports (FSR) ○ Data Collection Material (such as logs, time studies, interviews, questionnaires, computer printouts and records related to the development of an FSR) 	D	1 Year	Evaluation Report Retention starts after FSR is not approved
		D	4 Months	Retention starts after FSR is / is not approved, or following an audit.
21.21	System Documentation <ul style="list-style-type: none"> ○ IT Program ○ Data Collection Material (such as logs, time studies, interviews, questionnaires, computer printouts and records related to the development of an FSR) 	D	1 Year	Retention begins after the system is no longer operational or following an audit
		D	4 Months	Retention begins after the system is no longer operational or following an audit
21.22	Testing Documentation <ul style="list-style-type: none"> ○ IT Program ○ Data Collection Material (such as logs, time studies, interviews, questionnaires, computer 	D	2 Years	Retention begins after issue of approved Post Implementation Evaluation Report, or following an audit.
		D	4 Months	Retention begins after issue of approved Post Implementation

	printouts and records related to the development of an FSR)			Evaluation Report, or following an audit.
21.23	<p>Program Source Code</p> <ul style="list-style-type: none"> ○ IT Program ○ Data Collection Material (such as logs, time studies, interviews, questionnaires, computer printouts and records related to the development of an FSR) 	<p>D</p> <p>D</p>	<p>2 Years</p> <p>3 Months</p>	<p>Retention begins after the system is no longer operational or following an audit</p> <p>Retention begins after the system is no longer operational or following an audit</p>
21.24	<p>Programmer Documentation / Program (user) Documentation and Training Materials</p> <ul style="list-style-type: none"> ○ IT Program ○ Data Collection Material (such as logs, time studies, interviews, questionnaires, computer printouts and records related to the development of an FSR) 	<p>D</p> <p>D</p>	<p>1 Year</p> <p>3 Months</p>	<p>Retention begins after the system is no longer operational or no longer needed</p> <p>Retention begins after the system is no longer operational or no longer needed</p>
21.25	<p>Special Project Reports</p> <ul style="list-style-type: none"> ○ Approving Authority 	<p>D</p>	<p>4 Years</p>	<p>Retention begins after issue of approved Post Implementation</p>

	<ul style="list-style-type: none"> ○ IT Program ○ Data Collection Material (such as logs, time studies, interviews, questionnaires, computer printouts and records related to the development of an FSR) 	D	4 Years	Evaluation Report, or following an audit.
		D	3 Months	Retention begins after the system is no longer operational or no longer needed
				Retention begins after the system is no longer operational or following an audit
21.26	Post Implementation Evaluation Reports <ul style="list-style-type: none"> ○ Approving Authority ○ IT Program ○ Data Collection Material (such as logs, time studies, interviews, questionnaires, computer printouts and records related to the development of an FSR) 	D	2 Years	Retentions begin after the system is no longer operational or following an audit
		D	2 Years	
		D	3 Months	
21.27	Reference Manuals <ul style="list-style-type: none"> ○ IT Program 	D	When revised, superseded, or rescinded	
21.28	Information Technology Asset Audits (Inventories)			

	<ul style="list-style-type: none"> ○ IT Program 	D	4 Years	Retention begins from the fiscal year of the inventory / when the inventory is superseded / when the asset is no longer operational, has been disposed of, or is no longer owned by the program
	<ul style="list-style-type: none"> ○ Data Collection Material (such as logs, time studies, interviews, questionnaires, computer printouts and records related to the development of an FSR) 	D	3 Months	Retention begins after the asset is no longer operational
21.29	<ul style="list-style-type: none"> ○ Internet browsing history logs ○ MicroSoft Teams (which replaces instant messaging, Skype and Yammer) 	D	90 Days	On a rolling basis
		D	30 Days	Auto-deletion on a rolling basis

PART 22: PRIVATE OFFICE

Please also see the National Archives' guidance on the [Management of Private Office Papers](#).

Ref No	Description of Information and Records	Disposal Action	Recommended Retention	Comments & References
22.1	Ministerial Diaries	A	20 Years	Historical value. Offer to a Place of Deposit for permanent preservation.
22.2	<p>Type of documents likely to be subject to a maximum retention under Data Protection rules:</p> <p>Ministerial diaries are likely to contain sensitive information.</p> <p>Don't Forget!</p> <p>The Right to Restrict Processing: When processing is restricted, you are permitted to store the personal data, but not further process it. You can retain just enough information about the individual to ensure that the restriction is respected in future.</p>		No maximum retention	Use standard retentions given above

PART 23: EVENTS, PUBLIC RELATIONS AND PRESS OFFICE

Ref No	Description of Information and Records	Disposal Action	Recommended Retention	Comments & References
23.1	Events: <ul style="list-style-type: none"> ○ Correspondence and papers ○ Reports 	D	7 Years	
23.2	Events: <ul style="list-style-type: none"> ○ Visitor books ○ Calendars ○ Brochures and guides 	D	3 Years	
23.3	Events: <ul style="list-style-type: none"> ○ Contact details for people attending an event or conference organised by WG 	D	1 Year	
23.4	Dealing with the media and the public: <ul style="list-style-type: none"> ○ Press releases ○ Press reports digests ○ Correspondence with branches of the media 	D	7 Years	

23.5	Dealing with the media and the public: <ul style="list-style-type: none"> ○ Press cuttings 	D	1 Month	
23.6	Dealing with the media and the public: <ul style="list-style-type: none"> ○ Operational notes (notices to press about forthcoming events or conferences) 	D	3 Months	
23.7	Dealing with the media and the public: <ul style="list-style-type: none"> ○ Press conference reports / previews 	D	3 Years	
23.8	Internal Information and Records: <ul style="list-style-type: none"> ○ Policy and administrative records ○ Handbooks and Guides to media / public relations 	R	20 Years	Possible long-term business need
23.9	Internal Records: <ul style="list-style-type: none"> ○ Correspondence with branches of the media ○ Reports on media/public relations 	D	7 Years	
23.10	Image Library Records	R	20 Years	Possible long-term business need NB - Non WG copyright material should <u>not</u> be stored on WG systems beyond the terms of the

				agreement
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23.12	<p>Type of documents likely to be subject to a maximum retention under Data Protection rules:</p> <ul style="list-style-type: none"> ○ Where personal details about individuals which never made it into the public domain are included ○ Visitor books / conference attendee lists will contain personal sensitive data <p>Don't Forget!</p> <p>The Right to Restrict Processing: When processing is restricted, you are permitted to store the personal data, but not further process it. You can retain just enough information about the individual to ensure that the restriction is respected in future.</p>		No maximum retention	Use standard retentions given above
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PART 24: COMPLAINTS

Ref No	Description of Information and Records	Disposal Action	Recommended Retention	Comments & References
24.1	<ul style="list-style-type: none"> ○ Policy Statements ○ System Handbook / Guide 	R	20 Years	Possible long-term business need
24.2	Minutes of meetings of Complaints Committee, Service Standards Team, etc.	D	10 Years	
24.3	Surveys	D	3 Years	
24.4	Case records: <ul style="list-style-type: none"> ○ Precedents 	R	20 Year	Possible long-term business need
24.5	Case Records: <ul style="list-style-type: none"> ○ Investigations transferred to the Public Services Ombudsman for Wales (PSOW) ○ Register of Complaints 	D	10 Years	
24.6	Case records: <ul style="list-style-type: none"> ○ Statistical reports 	D	5 Years	

24.7	<p>Case records:</p> <ul style="list-style-type: none"> ○ Enquiries ○ Internal Resolutions (investigations resolved internally and not passed on to the PSOW) ○ Reports on particular complaints or on categories of complaints 	D	3 Years	
24.8	<p>Reviews:</p> <ul style="list-style-type: none"> ○ Correspondence and papers 	D	10 Years	
24.9	<p>Reviews:</p> <ul style="list-style-type: none"> ○ Reports 	D	3 Years	

<p>24.10</p>	<p>Type of documents likely to be subject to a maximum retention under Data Protection rules:</p> <ul style="list-style-type: none"> ○ Where an individual's personal details are included as part of the complaints procedure <p>Don't Forget!</p> <p>The Right to Restrict Processing: When processing is restricted, you are permitted to store the personal data, but not further process it. You can retain just enough information about the individual to ensure that the restriction is respected in future.</p>		<p>No maximum retention</p>	<p>Use standard retentions given above</p>
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PART 25: FREEDOM OF INFORMATION

Ref No	Description of Information and Records	Disposal Action	Recommended Retention	Comments & References
25.1	<p>Policy:</p> <p>Procedures for handling FoI requests and other documents regarding practical implementation of FoI, such as:</p> <ul style="list-style-type: none"> ○ Retention and Disposal Policy ○ Documents on the organisation's FoI policy ○ Case Records which lead to the development of precedents and best practice 	R	20 Years	<p>Possible long-term business need</p> <p>May have historical value. Consider for permanent preservation.</p>
25.2	<p>Individual Transaction Records:</p> <p>Case file records detailing the FoI request, the consideration of possible exemptions and subsequent appeals</p>	D	3 Years	
25.3	<p>Access Status Records:</p> <ul style="list-style-type: none"> ○ Statistical data about the number of requests answered and their outcomes etc. ○ Details of what access decisions have been taken, especially redacted documents which 	R	20 Years	<p>Possible long-term business need</p> <p>Stats data to be published as part of publication scheme</p>

	have been released			
25.4	Information subject to an FoI request but which was already scheduled for destruction	D	6 Months	<p>Retention begins from the date of the last correspondence on the matter</p> <p>If the information contained within a record that is, as a result of retention and destruction policies, due to be destroyed within 20 days of receiving the request, you do not have to release the information.</p> <p>However, as a matter of good practice, it is worth considering delaying destruction until you have disclosed the information or, if not disclosed, until the complaint and appeal provisions of the FoI Act are exhausted.</p> <p>If you cannot delay the destruction, under the duty to offer advice and assistance you should identify whether another authority holds the information and inform the applicant of this. Or, offer to provide similar or related information if this is appropriate.</p> <p>(The Information Commissioner's Office (ICO) Freedom of Information Act Awareness Guidance Number 8</p>

				Version 2, Updated 9 August 2006).
25.5	Records of any financial transactions	See Part 2	See Part 2	

25.6	<p>Type of documents likely to be subject to a maximum retention under Data Protection rules:</p> <p>Information provided under an FoI request should already have been anonymised with personal and/or sensitive personal data having been redacted.</p> <p>However, there may be personal and/or sensitive personal information contained within original or un-redacted copies.</p> <p>Don't Forget!</p> <p>The Right to Restrict Processing: When processing is restricted, you are permitted to store the personal data, but not further process it. You can retain just enough information about the individual to ensure that the restriction is respected in future.</p>		No maximum retention	Use standard retentions given above
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PART 26: HERITAGE AND ANCIENT MONUMENTS (INCLUDING CADW RECORDS)

Ref No	Description of Information and Records	Disposal Action	Recommended Retention	Comments & References
26.1	<ul style="list-style-type: none"> ○ Acquisitions ○ Buildings at Risk 	A	Retain Permanently	To be retained by WG
26.2	Ancient Monuments Board for Wales: <ul style="list-style-type: none"> ○ Meeting Minutes and Papers / Reports ○ Routine Papers 	A D	20 Years 7 Years	Offer to a Place of Deposit (i.e. RCAHMW)
26.3	Cadw: <ul style="list-style-type: none"> ○ Executive Agency ○ Committees ○ Constitution 	A	20 Years	Offer to a Place of Deposit (i.e. RCAHMW)
26.4	<ul style="list-style-type: none"> ○ Conservation Issues ○ Co-operative Ventures ○ Development Projects 	A	20 Years	Offer to a Place of Deposit (i.e. RCAHMW)

	<ul style="list-style-type: none"> ○ Finds and Antiques – Storage and Ownership ○ Heritage Lottery Funded Projects ○ Historic Houses and Buildings ○ Liaison with Other Bodies 			
26.5	Historic Building Cases	A	Retain Permanently	
26.6	Grant Applications: <ul style="list-style-type: none"> ○ Successful ○ Unsuccessful 	A D	20 Years 3 Years	Offer to a Place of Deposit (i.e. RCAHMW)
26.7	Licence Applications: <ul style="list-style-type: none"> ○ Successful ○ Unsuccessful 	R D	20 Years 3 Years	Possible long-term business need
26.8	Listed Buildings: <ul style="list-style-type: none"> ○ Amendments to Grades ○ Consent ○ De-Listing 	A	Retain Permanently	To be retained by WG

	<ul style="list-style-type: none"> ○ Requests for Listing / De-Listing ○ Re-Surveys ○ Spot Listings ○ Successful ○ Unsuccessful 	D	3 Years	
26.9	<p>Listed Buildings:</p> <ul style="list-style-type: none"> ○ Policy 	A	20 Years	Offer to a Place of Deposit (i.e. TNA)
26.10	<p>Monuments:</p> <ul style="list-style-type: none"> ○ Admissions ○ Educational Use ○ Events Held ○ Guardianship ○ Maintenance Programme ○ Scheduling Policy ○ Inspectorate 	D	5 Years	Possible long-term business need
		R	20 Years	

26.11	<ul style="list-style-type: none"> ○ Royal Commission on the Ancient and Historical Monuments of Wales (RCAHMMW) ○ Sites of Special Scientific Interest (SSSIs) ○ Town Schemes and Town Scheme Partnerships (TSP) 	R	20 Years	Possible long-term business need
26.12	Tourist Organisations	D	5 Years	
26.13	Parks and Gardens	A	20 Years	Offer to a Place of Deposit (i.e. RCAHMMW)
26.14	Properties in Care of Cadw	A	Retain Permanently	To be retained by WG
26.15	Underwater Archaeology: <ul style="list-style-type: none"> ○ Policy 	A	20 Years	Offer to a Place of Deposit (i.e. TNA)
26.16	Underwater Archaeology: <ul style="list-style-type: none"> ○ Reports 	A	Retain Permanently	To be retained by WG
26.17	Wrecks: <ul style="list-style-type: none"> ○ Protection ○ Receiver of Wrecks ○ Recording of Wrecks and Maritime Sites 	A	Retain Permanently	To be retained by WG

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<p>26.18</p>	<p>Type of documents likely to be subject to a maximum retention under Data Protection rules:</p> <ul style="list-style-type: none"> ○ Any customer / member lists and contact details <p>Don't Forget!</p> <p>The Right to Restrict Processing: When processing is restricted, you are permitted to store the personal data, but not further process it. You can retain just enough information about the individual to ensure that the restriction is respected in future.</p>		<p>No maximum retention</p>	<p>Use standard retentions given above</p>
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PART 27: POTENTIAL HISTORICAL VALUE

Ref No	Description of Information and Records	Disposal Action	Recommended Retention	Comments & References
27.1	New Policy This includes the records documenting the development, modification, formal acceptance and dissemination of new Welsh Government policies or procedures.	A	20 Years	Offer to a Place of Deposit
27.2	Major Events / Issues (e.g. E.Coli, flooding, etc.)	A	20 Years	Offer to a Place of Deposit
27.3	Welsh Government Decision Reports	A	20 Years	Offer to a Place of Deposit
27.4	Major Welsh Government committees: <ul style="list-style-type: none"> ○ WG Board ○ Strategic Delivery & Performance Board ○ Business Group ○ Operations Group ○ Cabinet and any Cabinet Sub Committee (e.g. Cabinet Sub Committee on EU Transition) ○ EAAC 	A	20 Years	Offer to a Place of Deposit

	<ul style="list-style-type: none"> ○ Transport ○ Health etc. 			
27.5	Key Planning Information and Surveys	A	20 Years	Offer to Place of Deposit
27.6	Commissioned Research Papers	A	20 Years	Offer to Place of Deposit
27.7	Welsh Language Policy Development	A	20 Years	Offer to Place of Deposit
27.8	Published Assembly Government information	A	20 Years	Offer to Place of Deposit

27.9	Type of documents likely to be subject to a maximum retention under Data Protection rules:			
	<ul style="list-style-type: none"> ○ Any private or personal information relating to members of the public, staff or ministers 		20 Years	Offer to a Place of Deposit by the time the information/records are

	<p>Don't Forget!</p> <p>The Right to Restrict Processing: When processing is restricted, you are permitted to store the personal data, but not further process it. You can retain just enough information about the individual to ensure that the restriction is respected in future.</p>			<p>20 Years old under the 20 Year Rule.</p> <p>All selected material will be reviewed for sensitivity and redacted / closed as necessary before transfer.</p>
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28.5	<p>Applications to the TNA Advisory Council:</p> <ul style="list-style-type: none"> ○ Retention of information/records under section 3(4) of the Public Records Act 1958 and related correspondence (i.e. a Retention Instrument) ○ Closure / redaction of information/records for reasons of sensitivity under the Freedom of Information Act exemptions. 	D	10 Years	
28.6	Documentation relating to the disclosure status of information/records under Fol	R	20 Years	Possible long term business need
28.7	<ul style="list-style-type: none"> ○ Information Surveys ○ Information/Record Audits ○ Registry Inspections 	D	5 Years	
28.8	Internal Publications	D	When superseded	
28.9	<p>Disposals:</p> <ul style="list-style-type: none"> ○ Disposal Schedules ○ Review Lists, including information from systems such as DRUID ○ Lists, Certificates, Docket Books or Databases of Records Destroyed 	A	Retain Permanently	To be retained by WG

28.10	Disposals: Correspondence and documentation relating to the compilation of disposal schedules	D	10 Years	
28.11	Copies of catalogues/lists of information and records transferred to TNA or other place of deposit	D	5 Years	
28.12	Retrieval of information and/or records from TNA or other place of deposit	D	2 Years	
28.13	Documentation on presentations under section 3(6) of the Public Records Act 1958 and Part 2 of section 46 of the Freedom of Information Act 2000	D	5 Years	
28.14	Storage: Security of information and records	D	5 Years	
28.15	Storage: Records of tracking and location systems as well as finding aids	D	When system superseded	
28.16	Storage: <ul style="list-style-type: none"> ○ Information and records relating to the use of on-site storage areas ○ Information and records relating to the retrieval of records from off-site storage 	D	10 Years	

28.17	<p>General Management:</p> <ul style="list-style-type: none"> ○ Information and records relating to the development, implementation and review of information management policy ○ Guides, manuals and instructions on the management of information and records 	R	20 Years	Possible long-term business need
28.18	<p>Risk Management:</p> <ul style="list-style-type: none"> ○ Risk Register relating to the Information Management function. 	D	7 Years	
28.19	<p>Security:</p> <ul style="list-style-type: none"> ○ Records documenting major security breaches where classified records and information have been removed from official custody and passed to a third party. Includes referral to law enforcement authorities. 	R	20 Years	Possible long-term business need
28.20	<p>Control:</p> <ul style="list-style-type: none"> ○ Information and records relating to administrative and operating arrangements for library services. 	D	10 Years	
28.21	<p>Intellectual Property – Copyright:</p> <ul style="list-style-type: none"> ○ Information and records relating to Welsh Government Crown Copyright. 	A	Retain Permanently	To be retained by WG

	<ul style="list-style-type: none"> ○ Legal opinions regarding major copyright issues. 			
28.22	<p>Intellectual Property – Copyright:</p> <ul style="list-style-type: none"> ○ Applications by the Welsh Government for permission to reproduce material held under copyright by other individuals / organisations. ○ Copyright agreements 	D	7 Years	

28.23	<p>Type of documents likely to be subject to a maximum retention under Data Protection rules:</p> <ul style="list-style-type: none"> ○ Any private or personal information relating to security breaches ○ Any private or personal information included in file titles which appear in disposals lists <p>Don't Forget!</p> <p>The Right to Restrict Processing: When processing is restricted, you are permitted to store the personal data, but not further process it. You can retain just enough information about the individual to ensure that the restriction is respected in future.</p>		No maximum retention	Use standard retentions given above
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PART 29: DATABASES, WEBSITES AND INTRANET

This section refers to information and records contained in various databases and websites maintained by the Welsh Government. It also includes the intranet.

Legal / regulatory or other business needs may justify further retention beyond the time the digital version of the records / information must be retained; however, these needs can usually be satisfied by transferring or migrating the data onto an alternative medium for ongoing retention.

Digital information and records are at high risk of degrading or being irretrievably lost within five (5) to seven (7) years from creation, due to constantly changing technology.

Ref No	Description of Information and Records	Disposal Action	Recommended Retention	Comments & References
29.1	<p>iShare - Electronic Document and Records Management System (EDRMS)</p> <p>The system contains information (in various Microsoft Office formats, pdf and JPEG) covering all of Welsh Government's business functions and activities.</p> <p>From 2008-2016 it was organised using a Corporate File Plan, which included the following areas:</p> <ul style="list-style-type: none"> ○ Audit ○ Business Governance ○ Communications, Publications & Promotions ○ Estate & Facilities Management 		See relevant section of this Schedule for retention values for individual files held on iShare	

	<ul style="list-style-type: none"> ○ Financial Management ○ Government Business ○ Human Resources Management ○ Information & Systems Management ○ Legal Advice ○ Legislation Development ○ Moveable Assets Management ○ Policy Development & Regulation ○ Procurement ○ Programme & Project Management ○ Public Honours ○ Public Inquiries ○ Research, Statistics & Intelligence ○ Security & Emergency Planning ○ Service Delivery ○ Working with Stakeholders <p>From 2017 a new Business File Plan was introduced, organised by business area:</p> <ul style="list-style-type: none"> ○ ESNR ○ ESNR – Corporate Procurement Services ○ EPS ○ FMCO ○ HSS ○ TUS 			
29.2	<p>Websites</p> <p>The main WG website, plus selected affiliated websites</p>	A	Retain Permanently	Websites are scraped on a regular basis with the information being permanently preserved by MirrorWeb

				<p>Websites are also harvested by the National Library of Wales on behalf of TNA Websites have been captured from 2006 onwards.</p>
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