

# Retention and Disposal Schedule

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## About this policy

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 Revenue Authority (WRA)
* contains the major categories of information and records it creates
* provides guidance to enable compliance with legal obligations

For sensitive information, including that covered by the UK General Data Protection Regulation (UK GDPR) , and the Data Protection Act 2018, 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 WRA Information Management Strategy.

### ****Contacts****

Adam Al-Nuaimi, David Thurlow

### Policy owner

Chief Executive

### Publication

This policy is located on the WRA’s SharePoint, intranet, and on our website.

### Version control

| **Version number** | **Date issued** | **Updated by** |
| --- | --- | --- |
| 1.0 | 11 June 2019 | David Thurlow |
| 1.1 | 15 October 2021 | David Thurlow |
| 2.0 | 30 August 2022 | David Thurlow |
| 2.1 | 28 February 2023 | David Thurlow |
| 2.2 | 6 April 2023 | David Thurlow |

## 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 and 1967
* UK General Data Protection Regulation (UK GDPR)
* Data Protection Act 2018

## Purpose of the Retention and Disposal Schedule

The aim of this R&DS is to provide a consistent approach to the way the WRA handles its information, and to provide a clear set of guidelines to all staff and support the Information and Records Management 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 it was obtained
* 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 WRA, 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 Act.

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 has been included.

### Personal and/or sensitive personal information under the UK GDPR

Where the R&DS refers to personal and/or sensitive personal information it has adopted the definitions as outlined in the UK GDPR[[1]](#footnote-2):

#### Personal data

The UK 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, for example, [firstname.surname@wra.gov.wales](mailto:firstname.surname@wra.gov.wales).

Personal data must be periodically reviewed and if it is no longer needed it should be deleted or anonymised as appropriate.

The UK 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. Anonymised data is not subject to the UK GDPR or the Data Protection Act 2018.

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

#### Sensitive personal data

The UK 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 identification)
* health
* sex life
* sexual orientation

## Revision of this schedule

The WRA’s Data & Analysis Team will undertake a full review of the R&DS no less than every 5 years. The revised R&DS will be submitted to the Chief Executive for approval prior to its implementation.

Minor changes and updates will be incorporated into the R&DS as and when required.

If anything is not covered by this R&DS, the Departmental Records Officer must be contacted to discuss amendment of the R&DS. Do not destroy this type of information. Unauthorised destruction of information goes against section 46 of the Freedom of Information Acts 2000 & 2009.

## Roles and responsibilities

All WRA 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 Departmental Records Officer who will ensure that information scheduled for destruction is disposed of in the appropriate manner. Details of disposal decisions will be kept by the Information Manager 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 WRA 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 the previous version.

## 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 WRA is the Chief Executive.

This Retention & Disposal Schedule has been authorised electronically by Dyfed Alsop on 11 June 2019.

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

## Part 1: Taxpayer information

This section refers to records concerned with tax collection and management.

| **Ref No** | **Description of information and records** | **Disposal action** | **Recommended retention** | **Comments and references** |
| --- | --- | --- | --- | --- |
| 1.1 | Tax records: stored in the Tax Management System (TMS) and related data systems | A | 20 years from the relevant date (such as the filing date) | Retain at the WRA – not public records.    LTT records stored in TMS- Keep the record for 80 years after the relevant date (such as the filing date). After 20 years from the relevant date (such as the filing date), minimise the personal data in the record to retain reporting and analysis integrity. If the tax ends, close the records 20 years after the tax ended then minimise the records.  Registered agent information will be retained 20 years from the relevant date of the final transaction filed by that agent before their account is deactivated/de-registered/closed.  LDT records stored in TMS - Keep the record for 80 years after the relevant date (such as the filing date). After 20 years from the relevant date (such as the filing date), minimise the personal data in the record to retain reporting and analysis integrity.  Close the LSO file when the landfill site ceases operating. If the tax ends, close the records 20 years after the tax ended then minimise the records. |
| 1.2 | Data arising from and in relation to taxpayer enquiries, investigations and disputes (except fraud and evasion cases) – including, but not limited to:   * intelligence and information, internal case review papers * correspondence * internal team meetings governance papers * legal and policy advice specific to the case | R | 6 years | Review 6 years from the relevant date (such as the end of WRA enquiries, investigations, or disputes).  Taxpayer related files or documents in this section have a retention period of 6 years from the relevant date. See below for fraud and evasion cases. |
| 1.3 | Data arising in relation to suspected fraud and evasion – including, but not limited to:   * intelligence and information internal case review papers * RIPA documentation * correspondence * internal team meetings, governance papers, legal and policy advice specific to the case | R | 20 years | Review after 20 years from the closure of the case (or from the receipt of the intelligence or information if no further action has been taken in respect of that intelligence or information). |
| 1.4 | Tax related policy, process and guidance documents | D | 10 years |  |
| 1.5 | Tax related records stored in SharePoint not captured in the categories above. | D | 20 years |  |
| 1.6 | Tax related legal guidance documents, enquiry, appeals and review documents | R | 10 years |  |
| 1.7 | Documents and information related to general debt management | D | 7 years |  |
| 1.8 | Documents and information related to time to pay | D | 10 years |  |

## Part 2: Day-to-day business activities (not tax specific)

This is used for a wide variety of information and records broadly concerned with the implementation of policy, or action based on existing policy.

| **Ref No** | **Description of information and records** | **Disposal action** | **Recommended retention** | **Comments and references** |
| --- | --- | --- | --- | --- |
| 2.1 | Information and Records covering the following areas: | | | |
| Standards and instructions | D | 10 years | Last activity date. |
| Advice on existing policy and procedure | D | 10 years | Last activity date. |
| Resolution of issues using existing policy/procedure | D | 10 years | Last activity date. |
| Regulatory activities including procurement | D | 10 years | Last activity date. |
| Community liaison | D | 10 years | Last activity date. |
| Internal communications | D | 10 years | Last activity date. |
| Record of operational updates | D | 10 years | Last activity date. |
| Internal team meeting minutes | D | 10 years | Last activity date. |
| Information Sharing Agreements and Memorandum of Understandings | D | 10 years | Last activity date. |
| Delegation of functions to other bodies | D | 10 years | Last activity date.  For example, NRW. Includes Tîm Arwain (senior leadership team).  See separate retention schedule for retention period of any team meetings that include personal taxpayer information. |
| WRA Executive Committee papers | D | 10 years | Last activity date. |
| 2.2 | Ministerial briefings: | | | |
| Involving Ministerial decisions | A | 20 years | Offer to Place of Deposit. |
| Routine briefings | D | 5 years | Routine Briefings should be disposed of after 5 years. However, where there is a business need, they can be kept for 10 years. |
| 2.3 | Ministerial submissions | A | 20 years | Offer to Place of Deposit. |
| 2.4 | Honours, Royal functions, public appointments: | | | |
| Nominations, awards, and withdrawals | D | 20 years | Possible long-term business need. |
| Public appointments | A | 20 years | Of historical significance. Transfer to TNA under 20 year Rule for permanent preservation. |
| 2.5 | Market testing: | | | |
| EU supplier | See part 6 | |  |
| Non-EU supplier | D | 7 years |  |
| 2.6 | Email alerts subscribers – third parties and members of the public subscribing to email alerts from the WRA | D | 3 years | Review and refresh consent for all email addresses held for the purpose of engagement within 3 years of the date of obtaining the information. |
| 2.7 | WRA internal team meetings (see separate retention schedule for retention period of any team meetings that include personal taxpayer information) | D | 20 years |  |
| 2.8 | Nonspecific WRA documentation not otherwise specified | D | 7 years | Triggered by last activity date. |
| 2.9 | Non-tax legal advice and Conflicts of interest | R | 20 years | Triggered by last activity date. |
| 2.10 | Gifts and hospitality | D | 10 years | Triggered by last activity date. |
| 2.11 | Whistleblowing | R | 6 years | All folders except unsubstantiated investigations. |
| 2.12 | Whistleblowing | D | 1 year | Unsubstantiated investigations folder only. |
| 2.13 | Summary of cases | D | 20 years | Obfuscate after 6 years. |
| 2.14 | Governance and business planning | R | 10 years | Triggered by last activity date. |

## Part 3: Corporate finance

This section covers financial records including accounting and internal audit. [[2]](#footnote-3)

| **Ref No** | **Description of information and records** | **Disposal action** | **Recommended retention** | **Comments and references** |
| --- | --- | --- | --- | --- |
| 3.1 | Auditable information (non-EU funded) | A |  | Retain permanently at the WRA |
| 3.2 | Finance related contract background information | D | 10 years |  |
| 3.3 | Transactions, reports and ‘information not acted upon’ | D | 5 years | To combat money laundering - Financial Services Act 2010. |
| 3.4 | Annual accounts | A |  | Retain permanently at the WRA |

## Part 4: HR management

This section covers all aspects of Human Resources and employee personnel records.

| **Ref No** | **Description of information and records** | **Disposal action** | **Recommended retention** | **Comments and references** |
| --- | --- | --- | --- | --- |
| 4.1 | Individual personnel files and electronic folders including: | | | |
| Job history – consolidated history of whole career, location details. | D | 100 years | From individual’s date of birth. |
| Information on the location of overseas service. | D | 100 years | From individual’s date of birth. |
| Information on previous service dates. | D | 100 years | From individual’s date of birth. |
| Complete sickness absence record showing dates/causes of sickness absence.  Health declaration forms and health referrals – including doctors/consultants reports, correspondence/reports from OHS, Medical Advisory/Referee Service. | D | 100 years | From individual’s date of birth. |
| Papers relating to any injury sustained while on duty | D | 100 years | From individual’s date of birth. |
| Ill health retirement | D | 100 years | From individual’s date of birth. |
| Death-benefit nomination and revocation forms | D | 100 years | From individual’s date of birth. |
| Death in service | D | 100 years | From individual’s date of birth. |
| Death certificates - return original to the provider, retain copy | D | 100 years | From individual’s date of birth. |
| Decrees Absolute - return original to the provider, retain copy | D | 100 years | From individual’s date of birth. |
| Marriage certificate - return original to the provider, retain copy | D | 100 years | From individual’s date of birth. |
| Unpaid leave periods, including maternity leave and career breaks | D | 100 years | From individual’s date of birth. |
| Foster leave, parental leave, adoption leave | D | 100 years | From individual’s date of birth. |
| Paid & unpaid special leave, specialist allowances | D | 100 years | From individual’s date of birth. |
| Term time working | D | 100 years | From individual’s date of birth. |
| Right to work in the UK and/or visa documentation | D | 100 years | From individual’s date of birth. |
| 4.2 | Pay and pension: | | | |
| 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 | D | 100 years | From individual’s date of birth, or, for folders with multiple individuals, from file creation |
| Pensions estimates / awards | D | 100 years | From individual’s date of birth, or, for folders with multiple individuals, from file creation. |
| Re-employment following retirement | D | 100 years | From individual’s date of birth, or, for folders with multiple individuals, from file creation. |
| Re-hiring | D | 100 years | From individual’s date of birth, or, for folders with multiple individuals, from file creation. |
| Pensions estimates/awards | D | 100 years | From individual’s date of birth, or, for folders with multiple individuals, from file creation. |
| 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 | D | 100 years | From individual’s date of birth, or, for folders with multiple individuals, from file creation. |
| Gender change | D | 100 years | From individual’s date of birth, or, for folders with multiple individuals, from file creation. |
| Voluntary deduction | D | 100 years | From individual’s date of birth, or, for folders with multiple individuals, from file creation. |
| Withholding pay increment | D | 100 years | From individual’s date of birth, or, for folders with multiple individuals, from file creation. |
| 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 * 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 | D | 100 years | From individual’s date of birth, or, for folders with multiple individuals, from file creation. |
| 4.3 | Supplementary personnel information | D | 10 years | Retention begins from the date employment ends. |
| 4.4 | Current address details | D | 6 years | Retention begins from the date employment ends. |
| 4.5 | Previous service support papers | D | After records noted, as appropriate |  |
| 4.6 | Transfer documents | D | After records noted, as appropriate |  |
| 4.7 | Dignity at Work, Disciplinary and Grievance case information and records. Including:   * oral/verbal warning note * written warning including notes of disciplinary hearings * documentation relating to grievance hearings, such as reports and notes | D | 1 year | Retention to begin after the case is closed.  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, for example 12 months, dispose of all papers other than a summary.  Where the result of an investigation of a grievance complaint does not result in a change to terms and conditions, of the complainant, the information contained within the summary should also be disposed after a relatively short period of time.  **Where the outcome has resulted in a change to the terms and conditions of service, salary, performance pay or allowances, the summary should be kept for 100 years.** |
| 4.8 | Information regarding secondee appointments held by team (not HR) | D | 10 years |  |
| 4.9 | Appraisal reports/Performance Management Reviews (PMR) | D | 5 years |  |
| 4.10 | Underperformance Issues | D | 1 year | Until superseded by next PMR. |
| 4.11 | Health and safety: | | | |
| Assessments under Health and Safety Regulations | A | Retain permanently |  |
| Information and records of consultations with safety representatives and committees | A | Retain permanently |  |
| 4.12 | 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). |
| 4.13 | Statutory maternity pay: | | | |
| Calculations | D | 6 years |  |
| Certificates (Mat B1s) | D | 6 years |  |
| Other medical evidence | D | 6 years |  |
| 4.14 | Payroll Input Forms: reduced or no pay/maternity pay | D | 6 years |  |
| 4.15 | Medical / self-certification Certificates (unrelated to industrial injuries) | D | 6 years |  |
| 4.16 | Wage / Salary Information and Records:   * overtime * bonuses * expenses * promotion/temporary promotion/substitution | D | 6 years | Taxes Management Act 1970. |
| 4.17 | Statutory Sick Pay – SSP1 and SSP1L | D | 4 to 6 years |  |
| 4.18 | Over-Payments Documentation | D | 6 years | Retention to begin after repayment or write-off of the overpayment. |
| 4.19 | 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. |
| 4.20 | 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). |
| 4.21 | Bank details (current only) | D | 6 years | Retention starts after the end of service. |
| 4.22 | Bank/Building Society references | D | 6 months |  |
| 4.23 | Actuarial valuation reports | A | Retain permanently | Non-Public Records. Not to be transferred to TNA, to be retained by WRA. |
| 4.24 | Bonus pay nominations | D | 6 years |  |
| 4.25 | Inland Revenue approvals | A | Retain permanently | Non-Public Records. Not to be transferred to TNA, to be retained by WRA. |
| 4.26 | Income Tax and National Insurance Returns, including 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). |
| 4.27 | Money purchase details | D | 6 years | Retention begins as soon as the transfer has been made. |
| 4.28 | Redundancy details, including calculation of payments and refunds | D | 6 years | Retention begins from the date of the redundancy. |
| 4.29 | Recruitment, Appointment, Promotion Board Papers, including application forms and interview notes for unsuccessful candidates | D | 2 years | Retention begins from the close of competition (such as when someone has been appointed). |
| 4.30 | Qualifications and references | D | 6 years |  |
| 4.31 | Flexible Working: | | | |
| Time Sheets (Flexi Sheets) | D | 2 years |  |
| Annual Leave Information and Records | D | 2 years |  |
| 4.32 | Variation of Hours – calculation formula for the individual | D | Destroy after use |  |
| 4.33 | Working Time Directive Opt-Out Forms | D | 3 years | Retention begins after Opt-Out has been rescinded or ceased to apply. |
| 4.34 | Trade Union Agreements | D | 10 years | Retentions begins after the agreements are no longer effective. |
| 4.35 | Training Information and Records | D | 6 years | Retention begins when employment ends. |
| 4.36 | Welfare | D | 6 years | Retention begins after the date of the last action. |
| 4.37 | Personnel security information and records following end of employment: | | | |
| Staff leaving at normal retirement age | D | 5 years |  |
| Staff leaving before normal retirement age | D | 10 years |  |
| Staff who have died in service | D | 1 year |  |
| 4.38 | Employment probation | D | 5 years |  |
| 4.39 | Salary sacrifice | D | 2 years | Retention begins once the allowance has ceased.  Authorisation documentation. |
| 4.40 | Change of post/department and managed moves | D | After summary noted | Note made on individual’s personnel file. |
| 4.41 | Bankruptcy and Insolvency | D | After bankruptcy order ceases |  |
| 4.42 | 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. |
| 4.43 | Professions: 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. |
| 4.44 | Biometric data – use of fingerprint to access IT devices | D | 3 working days | Device to be wiped within 3 working days after return of the devices. |

## Part 5: Health and 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 and records** | **Disposal action** | **Recommended retention** | **Comments and references** |
| --- | --- | --- | --- | --- |
| 5.1 | Control of Substances Hazardous to Health Regulations 1999/2002.  Reg. 7 (10) – special provision relating to biological agents.  List of employees exposed to Group 3 and 4 Biological Agents (see the Regulations) | R | 10 years | Retention begins after last exposure.  Possible long-term business need.  The Control of Substances Hazardous to Health Regulations 2002 (COSHH) (SI 2002/2677). |
| 5.2 | Control of Substances Hazardous to Health Regulations 1999/2002.  Schedule 9 - special provision relating to biological agents  Where exposure may lead to a disease many years later | D | 50 years  (or when the employee reaches 75 years old, whichever is longer) | Retention begins from the date of the last entry.  The Control of Substances Hazardous to Health Regulations 2002 (COSHH) (SI 2002/2677).  Information and Records Management: NHS Code of practice 2016. |
| 5.3 | 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). |
| 5.4 | Control of Substances Hazardous to Health  Regulations 1999/2002.  Reg. 10 - monitoring exposure at the workplace. | | | The Control of Substances Hazardous to Health Regulations 2002 (COSHH) (SI 2002/2677)  Information and Records Management: NHS Code of practice 2016. |
| General exposure | D | 5 years |  |
| Personal exposure of identifiable employee | D | 50 years  (or when the employee reaches 75 years old, whichever is longer) |  |
| 5.5 | 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. |
| 5.6 | Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. | D | 15 years |  |
| 5.7 | Special Waste Regulations 1996.  Consignment Note. | D | 3 years |  |
| 5.8 | Environment Protection (Duty of Care) Regulations 1991  Consignment Note (Controlled Waste) | D | 2 years |  |
| 5.9 | 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. |
| 5.10 | Staff Pre-Employment and Health Screening Questionnaire | D | 3 years | Retention starts when employment ends.  Management of Health and Safety at Work Regulations 1999. |
| 5.11 | 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 practical to separate these records from other Occupational Health records, such as for Health Surveillance purposes).  Information & Records Management: NHS Code of practice 2016. |

## Part 6: Contracts (non-EU funded) [[3]](#footnote-4)

| **Ref No** | **Description of information and records** | **Disposal action** | **Recommended retention** | **Comments and references** |
| --- | --- | --- | --- | --- |
| 6.1 | Contracts under £5,000 | D | 7 years | Retention begins from the date of the payment of account. |
| 6.2 | Contracts over £5,000 | D | 7 years | Retention begins from the date the contract ends. |
| 6.3 | Pre-procurement stage:   * business case * expressions of interest/ list of potential tenderers * market engagement | D | 3 years | Retention begins from the date the contract ends.  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. |
| 6.4 | Tender: | | | |
| Invitations to tender | D | 3 years | Retention begins from the date the contract ends. |
| Plans and specifications (statements of requirements, operational requirement, technical plans, resource plans etc.) | D | 3 years | Retention begins from the date the contract ends. |
| Tender supporting documents (response templates, supporting annexes, scoring methodology etc.) | D | 3 years | Retention begins from the date the contract ends. |
| Contract notice | D | 3 years | Retention begins from the date the contract ends. |
| 6.5 | Evaluation and award: | | | Retention begins from the date the contract ends.  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. |
| Evaluation of tenders (including scores, reports, notes) | D | 6 years |  |
| ‘Conflict of Interest’ declarations | D | 6 years |  |
| Successful supplier tender documentation (including clarifications) | D | 6 years |  |
| Signed contracts (including any post award negotiations/clarifications) | D | 6 years |  |
| Unsuccessful tender documentation (including clarifications) | D | 6 years |  |
| Contract award notice | D | 6 years |  |
| Outcome letters/notification and supplier feedback | D | 6 years |  |
| 6.6 | Contract management: | | | 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.  Retention begins from the date of transaction. |
| Contract management/service reviews | D | 6 years |  |
| Final accounts and disputes over payment | D | 6 years |  |
| Contract Extension/variations | D | 6 years |  |
| Financial transaction data | D | 7 years |  |
| 6.7 | Procurement strategy:  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. |

## Part 7: Projects

| **Ref No** | **Description of information and records** | **Disposal action** | **Recommended retention** | **Comments and references** |
| --- | --- | --- | --- | --- |
| 7.1 | Project proposals (including those submitted to Change Control Group and Change Portfolio Committee) |  |  | Retention begins from the date of completion of the project. |
| Approved | D | 10 years |  |
| Rejected or deferred | D | 5 years |  |
| 7.2 | Project Initiation Documents (PID) and supporting documentation, including business cases – this includes business case submissions to Change Portfolio Committee. | D | 10 years | Retention begins from the date of completion of the project.  Major projects may have long-term business need or historical significance (up to 25 years). |
| 7.3 | Feasibility studies: | | | 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. |
| Reports | D | 10 years |  |
| Working Papers / Draft Reports | D | 2 years |  |
| Correspondence | D | 5 years |  |
| 7.4 | Plans and Specifications (statements of requirements, operational requirement, technical plans, resource plans): | | | Retention begins from the date of completion of the project. |
| Provisional/proposals | D | 5 years |  |
| Final/variations | D | 10 years |  |
| 7.5 | Contracts and Agreements (see also Building Information and Records – Deeds & SPAs): | | | Title deeds are not public records but should be retained permanently by the WRA for administrative purposes.  Records kept in liaison with WRA Procurement Lead. |
| Contracts under seal | A | Retain permanently |  |
| Other contracts | A | Retain permanently |  |
| Title deeds | A | Retain permanently |  |
| Correspondence | A | Retain permanently |  |
| 7.6 | Contractors: | | | See also Contract Management section of this document. |
| Nominations (approved and rejected) | D | 1 year | Retention begins from date of issue. |
| Approved list | D | When Superseded | Retention begins from the end date of the project. |
| Removals/suspensions | D | 6 years |  |
| 7.7 | Tender boards |  |  | See also Contract Management section of this document. |
| Record set of papers | D | At end of project |  |
| Other copies | D | 1 year |  |
| Working papers | D | 2 years |  |
| Minutes of meetings | D | 5 years |  |
| 7.8 | Maps, plans, (including drawings and photographs where held) | | | Retention begins from the date of completion of the project.  Major projects may have long-term business need or historical significance (up to 25 years for final review). |
| Master set | D | 10 years |  |
| Working copies | D | At end of project |  |
| Other copies | D | 5 years |  |
| 7.9 | Financial documents, including investment appraisals (see also Part 3 Finance Records Accounting) | D | 6 years | Retention begins from the date of completion of the project.  See also Finance Section of this document. |
| 7.10 | Equipment and supplies | D | 6 years | Retention begins from the date of completion of the project. |
| 7.11 | Land records |  |  | Retention begins from the date of disposal of the land. |
| Allocation | D | When land is released for other purposes |  |
| Procurement/disposal | D | 12 years |  |
| 7.12 | Human Resources – see part 4: HR Management | | | Information and records should be kept by HR, See HR Management section of this document. |
| 7.13 | Health and Safety – see part 5: Health and safety | | |  |
| 7.14 | Project Boards, assessment meetings - minutes of Change Control Group and Change Portfolio Committee: | | | Major projects may have long-term business need or historical significance (up to 25 years for final review). |
| Minutes | D | 5 years |  |
| Correspondence | D | 5 years |  |
| 7.15 | Reports (stage assessments, quality reviews, highlight reports, Change Portfolio reporting dashboards, GANTT charts, VISIO): | | | Retention begins from date of issue. |
| Draft | D | At the end of the project |  |
| Interim | D | 5 years |  |
| Final/evaluation | R | 20 years | Possible long-term business need. |
| 7.16 | Product descriptions,  Project operating manuals | D | 5 years | Retention begins from the date of completion of the project. |
| 7.17 | Portfolio related documentation not covered by the above including: | | | Retention begins from the date of WRA Go Live April 2018 and subsequently for 5 years from latest version for all the below. |
| Portfolio, programme and project strategies | R | 5 years |  |
| Portfolio guidance documentation for Project Managers | R | 5 years |  |
| Portfolio, programme and project management templates | R | 5 years |  |
| Change control logs | R | 5 years |  |
| Change requests | D | 5 years |  |
| 7.18 | Other project papers, such as: | | | Retention begins from the date of completion of the project. |
| Copies of documentation from other projects | D | 2 years |  |
| Product information | D | 2 years |  |
| Equipment/machinery | D | 2 years |  |
| Training courses | D | 2 years |  |
| Correspondence | D | 2 years |  |

## 

## Part 8: Technology and telecommunications

| **Ref No** | **Description of information and records** | **Disposal action** | **Recommended retention** | **Comments and references** |
| --- | --- | --- | --- | --- |
| 8.1 | Acquisition: records relating to the acquisition of information and communications technology and systems, including: | | | Retention begins when the system is superseded. |
| Planning | D | 7 years |  |
| Selection | D | 7 years |  |
| Specifications | D | 7 years |  |
| Systems documentation | D | 7 years |  |
| Purchase | D | 7 years |  |
| 8.2 | Acquisition: software licences and up-grade agreements | D | 7 years |  |
| 8.3 | Application development: records documenting the development or modification of specific information and communications technology and systems, including testing documentation | D | 5 years | Retention begins when the system is superseded. |
| 8.4 | 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. |
| 8.5 | 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: | | | Retention begins after the date of the last action.  Possible long-term business need. |
| System access logs | R | 7 years |  |
| Internet access logs | R | 7 years |  |
| System change logs | R | 7 years |  |
| Audit trails (showing history of access or change to data) | R | 7 years |  |
| 8.6 | Data control and management:  Records relating to the migration of information and communications systems and data from one platform to another | D | 7 years |  |
| 8.7 | 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. |
| 8.8 | Installation: records relating to the installation and disposal of information and communications technology and systems | R | 5 years | Retention begins after the date of the last action.  Possible long-term business need. |
| 8.9 | Maintenance: records relating to the regular maintenance and repair of information and communications technology and systems | R | 2 years | Retention begins after the date of the last action.  Possible long-term business need. |
| 8.10 | Operations: operation manuals for information and communications technology hardware and software | R | Retain for the life of the system | Apply 2 years retention from when the system is superseded. |
| 8.11 | Operations: records relating to routine operation of information and communications technology, including administration of internal WRA user access/ permissions | R | 2 years | Retention begins after the date of the last action.  Possible long-term business need |
| 8.12 | Operations: records relating to the monitoring of internet users’ serious breaches of access rights, including system logs | R | 7 years | Retention begins after the date of the last action.  Possible long-term business need. |
| 8.13 | Operations: records relating to the monitoring of internet users’ minor breaches of access rights, including system logs | R | 1 year | Retention begins after the date of the last action.  Possible long-term business need. |
| 8.14 | 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. |
| 8.15 | Planning: information and communications systems strategic plan. | R | 5 years | Retention begins after the date of the last action.  Possible long-term business need. |
| 8.16 | 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. |
| 8.17 | Security: | | | Possible long-term business need |
| Records relating to security of information and communication technology and systems. | R | 2 years | Retention begins after change or disposal of system. |
| Records relating to minor breaches of security, including unauthorised access to a computer network, alteration of data. | R | 2 years | Retention begins after the date of the last action. |
| 8.18 | Security: records relating to serious breaches of security, including unauthorised access to a computer network, alteration of data | R | 7 years | Retention begins after the date of the last action.  Possible long-term business need |
| 8.19 | Data breaches: folders containing information about individual breaches and annual folders for near misses and non-WRA breach incidents – not reported to the ICO | D | 7 years | Retention begins after the date of the last action.  Retention rule will need to be review after 7 years then those not reported to the ICO can be deleted. |
| 8.20 | Data breaches: folders containing information about individual breaches reported to the ICO | D | 20 years | Retention begins after the date of the last action.  Retention rule will need to be review after 7 years because of the folder structure then those reported to the ICO to be reset to be deleted after 20 years. |
| 8.21 | Feasibility study reports – proof of concept/requirements analysis  Documentation/Requests for Proposals (RFP) / Requests for Information: | | | |
| Approving Authority | D | 5 years | Retention begins after issue of approved Post Implementation Evaluation Report, or following an audit. |
| IT Program | D | 5 years | Retention begins after issue of approved Post Implementation Evaluation Report. |
| Unapproved Feasibility Study Reports (FSR) | D | 1 year | Retention starts after FSR is not approved. |
| 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 starts after FSR is / is not approved, or following an audit. |
| 8.22 | System documentation: | | | |
| IT program | D | 1 year | Retention begins after the system is no longer operational or following an audit. |
| 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. |
| 8.23 | Testing documentation: | | | |
| IT program | D | 2 years | Retention begins after issue of approved Post Implementation Evaluation Report, or following an audit. |
| Data collection material (such as logs, time studies, interviews, questionnaires, computer printouts and records related to the development of an FSR) | D | 2 years | Retention begins after issue of approved Post Implementation Evaluation Report, or following an audit. |
| 8.24 | Program source code: | | | |
| IT program | D | 5 years | Retention begins after the system is no longer operational or following an audit. |
| 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. |
| 8.25 | Programmer documentation / Program (user) documentation and training materials: | | | |
| IT program | D | 5 year | Retention begins after the system is no longer operational or no longer needed. |
| 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 no longer needed. |
| 8.26 | Special project reports: | | | |
| Approving authority | D | 5 years | Retention begins after issue of approved Post Implementation Evaluation Report, or following an audit. |
| IT program | D | 5 years | Retention begins after the system is no longer operational or no longer needed. |
| 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. |
| 8.27 | Post implementation evaluation reports: |  |  | Retentions begin after the system is no longer operational or following an audit. |
| Approving authority | D | 5 years |  |
| IT program | D | 5 years |  |
| Data collection material (such as logs, time studies, interviews, questionnaires, computer printouts and records related to the development of an FSR) | D | 1 year |  |
| 8.28 | Reference manuals - IT program | D | When revised, superseded, or rescinded | Apply 1 year retention when system superseded. |
| 8.29 | Information technology asset audits (inventories): | | | 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.  Retention begins after the asset is no longer operational. |
| IT program | D | 5 years |  |
| Data collection material (such as logs, time studies, interviews, questionnaires, computer printouts and records related to the development of an FSR) | D | 1 year |  |
| 8.30 | Internet browsing history logs | D | 90 days | On a rolling basis. |

## Part 9: Events, public relations, and press office

| **Ref No** | **Description of information and records** | **Disposal action** | **Recommended retention** | **Comments and references** |
| --- | --- | --- | --- | --- |
| 9.1 | Events: | | | |
| Correspondence and papers | D | 7 years |  |
| Reports | D | 7 years |  |
| 9.2 | Events: | | | |
| Visitor books | D | 3 years |  |
| Calendars | D | 3 years |  |
| Brochures and guides | D | 3 years |  |
| 9.3 | Events: contact details for people attending an event or conference organised by the WRA | D | 3 years |  |
| 9.4 | Dealing with the media and the public: | | | |
| Press releases | D | 7 years |  |
| Press reports digests | D | 7 years |  |
| Correspondence with branches of the media | D | 7 years |  |
| Social media documentation | D | 7 years | Actual social media posts are permanently in the public domain. |
| 9.5 | Dealing with the media and the public: press cuttings | D | 1 month |  |
| 9.6 | Dealing with the media and the public: operational notes (notices to press about forthcoming events or conferences) | D | 6 months |  |
| 9.7 | Dealing with the media and the public: press conference reports/previews | D | 3 years |  |
| 9.8 | Internal information and records: | | | |
| Policy and administrative records | R | 20 years | Possible long-term business need. |
| Handbooks and Guides to media/public relations | R | 20 years | Possible long-term business need. |
| 9.9 | Internal records: | | | |
| Correspondence with branches of the media | D | 7 years |  |
| Reports on media/public relations | D | 7 years |  |
| 9.10 | Image library records | R | 20 years | Possible long-term business need.  NB - Non WRA copyright material **should not** be stored on WRA systems beyond the terms of the agreement. |

## 

## Part 10: Complaints

| **Ref No** | **Description of information and records** | **Disposal action** | **Recommended retention** | **Comments and references** |
| --- | --- | --- | --- | --- |
| 10.1 | Policy Statements  System Handbook / Guide | R | 20 years | Possible long-term business need. |
| 10.2 | Minutes of meetings of Complaints Committee and Service Standards Team | D | 10 years |  |
| 10.3 | Surveys | D | 3 years |  |
| 10.4 | Case records: | | | See Personal Taxpayer Information Schedule if the complaint is specific to a taxpayer. |
| Precedents | R | 20 year | Possible long-term business need. |
| Investigations transferred to the Public Services Ombudsman for Wales (PSOW) | D | 10 years |  |
| Register of complaints | D | 10 years |  |
| Enquiries | D | 3 years |  |
| Internal resolutions (investigations resolved internally and not passed on to the PSOW) | D | 3 years |  |
| Reports on particular complaints or on categories of complaints | D | 3 years |  |
| Statistical reports | D | 5 years |  |
| 10.5 | Reviews: | | | |
| Correspondence and papers | D | 10 years |  |
| Reports | D | 3 years |  |

## Part 11: Freedom of Information (FOI)

| **Ref No** | **Description of information and records** | **Disposal action** | **Recommended retention** | **Comments and references** |
| --- | --- | --- | --- | --- |
| 11.1 | Policy: Procedures for handling FoI requests and other documents regarding practical implementation of FoI, such as:   * 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 | Possible long-term business need.  May have historical value. Consider for permanent preservation. |
| 11.2 | Individual transaction records:  Case file records detailing the FoI request, the consideration of possible exemptions and subsequent appeals | D | 3 years |  |
| 11.3 | Access status records:   * statistical data about the number of requests answered and their outcomes * details of what access decisions have been taken, especially redacted documents which have been released | R | 20 years | Possible long-term business need.  Stats data to be published as part of publication scheme. |
| 11.4 | Information subject to an FoI request but which was already scheduled for destruction | D | 6 months | Retention begins from the date of the last correspondence on the matter.  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.  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.  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.  (The Information Commissioner’s Office (ICO) Freedom of Information Act Awareness Guidance Number 8 Version 2, Updated 9 August 2006). |
| 11.5 | Records of any financial transactions | See part 2 | |  |

## Part 12: Potential historical value

| **Ref No** | **Description of information and records** | **Disposal action** | **Recommended retention** | **Comments and references** |
| --- | --- | --- | --- | --- |
| 12.1 | New policy:  This includes the records documenting the development, modification, formal acceptance and dissemination of new WRA policies or procedures | A | 20 years | Archive to TNA. |
| 12.2 | Major events/issues | A | 20 years | Archive to TNA. |
| 12.3 | WRA decision reports | A | 20 years | Archive to TNA. |
| 12.4 | WRA Board and committee papers: | | | |
| WRA Board | A | 20 years | Archive to TNA. |
| Audit and Risk Assurance Committee (ARAC) | A | 20 years | Archive to TNA. |
| People committee | A | 20 years | Archive to TNA. |
| 12.5 | Key planning information and surveys | A | 20 years | Archive to TNA. |
| 12.6 | Commissioned research papers | A | 20 years | Archive to TNA. |
| 12.7 | Welsh Language policy development | A | 20 years | Archive to TNA. |
| 12.8 | Charters (such as WRA Charter) | A | 20 years | Archive to TNA. |
| 12.9 | Annual report and corporate plan | A | 20 years | Archive to TNA. |
| 12.10 | Ministerial appointments:  CEO and NEDs | A | 20 years | Archive to TNA. |

## 

## Part 13: Information and records management

| **Ref No** | **Description of information and records** | **Disposal action** | **Recommended retention** | **Comments and references** |
| --- | --- | --- | --- | --- |
| 13.1 | Information Management (Record Keeping) – Records relating to the control of information and record keeping systems | R | 20 years | Possible long-term business need. |
| 13.2 | Information management (record keeping) - documentation of a series of records/background information relating to a series (such as ‘Zero Files’ or ‘Build History Files’): | | | |
| Series from which records have been transferred to TNA or a Place of Deposit | A | Retain permanently | To be retained by WRA. |
| Series from which records have been transferred to an outside organisation or government body as part of a Machinery of Government Change Transfer of Functions | A | Retain permanently | To be retained by WRA. |
| Series where all records have been destroyed | D | After last record in series has been destroyed |  |
| 13.3 | Schedules of information/records loaned to other organisations | D | Until disposal of the records covered |  |
| 13.4 | Documentation on applications by the WRA for variations to the 20 year rule | D | 2 years | Retention begins after variation has lapsed. |
| 13.5 | Applications to the TNA Advisory Council: | | | |
| Retention of information/records under section 3(4) of the Public Records Act 1958 and related correspondence (such as a Retention Instrument) | D | 10 years |  |
| Closure / redaction of information/records for reasons of sensitivity under the Freedom of Information Act exemptions. | D | 10 years |  |
| 13.6 | Documentation relating to the disclosure status of information/records under FoI | R | 20 years | Possible long term business need. |
| 13.7 | Information surveys, Information/record audits and registry inspections | D | 5 years |  |
| 13.8 | Internal publications | D | When superseded |  |
| 13.9 | Disposals: | | | |
| Disposal schedules | A | Retain permanently | To be retained by WRA. |
| Review Lists, including information from systems such as SharePoint | A | Retain permanently | To be retained by WRA. |
| Lists, Certificates, Docket Books or Databases of Records Destroyed | A | Retain permanently | To be retained by WRA. |
| 13.10 | Disposals: Correspondence and documentation relating to the compilation of disposal schedules | D | 10 years |  |
| 13.11 | Copies of catalogues/lists of information and records transferred to TNA or other Place of Deposit | D | 5 years |  |
| 13.12 | Retrieval of information and/or records from TNA or other Place of Deposit | D | 2 years |  |
| 13.13 | 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 |  |
| 13.14 | Storage: Security of information and records | D | 5 years |  |
| 13.15 | Storage: Records of tracking and location systems as well as finding aids | D | When system superseded |  |
| 13.16 | Storage: | | | |
| Information and records relating to the use of on-site storage areas | D | 10 years |  |
| Information and records relating to the retrieval of records from off-site storage | D | 10 years |  |
| 13.17 | General management: | | | |
| Information and records relating to the development, implementation and review of information management policy | R | 20 years | Possible long-term business need. |
| Guides, manuals and instructions on the management of information and records | R | 20 years | Possible long-term business need. |
| 13.18 | Risk Management: Risk Register relating to the Information Management function | D | 7 years |  |
| 13.19 | Security: 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. |
| 13.20 | Control: Information and records relating to administrative and operating arrangements for library services | D | 10 years |  |
| 13.21 | Intellectual property – Copyright: | | | |
| Information and records relating to WRA Crown Copyright. | A | Retain permanently | To be retained by WRA |
| Legal opinions regarding major copyright issues. | A | Retain permanently | To be retained by WRA |
| 13.22 | Intellectual property – Copyright: | | | |
| Applications by the WRA for permission to reproduce material held under copyright by other individuals/organisations | D | 7 years |  |
| Copyright agreements | D | 7 years |  |

## Part 14: Databases, websites, and intranet

This section refers to information and records contained in various databases and websites used by the WRA. 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 5 to 7 years from creation, due to constantly changing technology.

| **Ref No** | **Description of information and records** | **Disposal action** | **Recommended retention** | **Comments and references** |
| --- | --- | --- | --- | --- |
| 14.1 | SharePoint - Electronic Document and Records Management System (EDRMS)  The system contains information (in various Microsoft Office formats, pdf and JPEG) covering all of WRA’s business functions and activities.  When the WRA was created, the File Plan was organised by business area:   * Business Processes * Communications, Publications & Promotions * Customer Insights * Data * Digital and Technology * Executive * Finance * Human Resources Management * Learning and Development * Legal and Policy * Operations * Policy * Welsh Government File Import |  | See relevant section of this Schedule for retention values for individual files held on SharePoint |  |
| 14.2 | Websites: the main WRA website, which is part of the GOV.WALES platform, managed and hosted by the Welsh Government | A | Retain permanently | Websites are scraped on a regular basis with the information being permanently preserved by MirrorWeb.  Websites are also harvested by the National Library of Wales on behalf of TNA. |

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). [↑](#footnote-ref-2)
2. Information and records covered by the following legislation:

   * Limitation Act 1980.
   * Finance Act 2017
   * Taxes Management Act 1970
   * Value Added Tax Act 1994
   * Tax Collection and Management (Wales) Act 2016

   [↑](#footnote-ref-3)
3. 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 [↑](#footnote-ref-4)