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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 Data Protection Act 2018 (which replaced the original Data Protection Act of 1998 and incorporated all clauses from the EU-GDPR<sup>1</sup>) & 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:
1.17 Public Inquiries (Potential Historical Value)	November 2023	Kate Roberts
1.18 Allegations and Complaints (re: abuse)	November 2023	Kate Roberts
1.19 Childcare Offer	May 2024	Kate Roberts
1.20 CIW update	August 2024	Kate Roberts
1.21 HR grievance process retention change	September 2024	Kate Roberts
1.22 CIW update	February 2025	Kate Roberts
1.23 Childcare Offer	March 2025	Kate Roberts

## Introduction

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<sup>1</sup> Data Protection Act 2018 - Chapter 2: The UK GDPR

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 Data Protection Act 2018 (which replaced the original Data Protection Act of 1998 and incorporated all clauses from the EU-GDPR<sup>2</sup>) 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 Data Protection Act 2018<sup>3</sup>:

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<sup>2</sup> Data Protection Act 2018 - Chapter 2: The UK GDPR

<sup>3</sup> ICO Guide to Data Protection: <https://ico.org.uk/for-organisations/guide-to-data-protection/> (July 2022).

## **Personal data**

The Data Protection Act (which incorporates 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 (e.g. [john.smith@gov.wales](mailto:john.smith@gov.wales)).

The Data Protection Act 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 Data Protection Act depending on how difficult it is to attribute the pseudonym to a particular individual.

## **Sensitive personal data**

The Data Protection Act 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

<b>A</b>	<b>Archive or Permanent Retention</b> - 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.
<b>D</b>	<b>Destroy</b> - This information is of a routine business nature and can be destroyed when the business need for retaining the information has expired.
<b>R</b>	<b>Review</b> - 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.

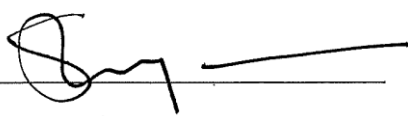
### Previous versions of the Retention and Disposal Schedule

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 <sup>4</sup>	Comments & References
1.1	Information and Records covering the following areas: <ul style="list-style-type: none"><li>○ Casework</li><li>○ Standards and Instructions</li><li>○ Advice on existing policy / procedure</li><li>○ Resolution of issues using existing policy / procedure</li><li>○ Regulatory activities – including procurement</li><li>○ Sponsorship activities</li></ul>	D	10 Years	

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<sup>4</sup> 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.

	o Community liaison			
1.3	Ministerial Correspondence:			
	o Potential Historical Significance	A	20 Years	Offer to Place of Deposit
	o Routine Correspondence	D	7 Years	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
	o Assembly Questions	D	5 Years	
1.4	Ministerial Briefings:			
	o Involving Ministerial Decisions	A	20 Years	Offer to Place of Deposit
	o Routine Briefings	D	5-10 Years	Routine Briefings should be disposed of after 5 years. However, where there is a business need, they can be kept for 10 years.
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"> <li>○ Nominations, awards and withdrawals</li> <li>○ Public Appointments</li> </ul>	D	20 Years	Possible long-term business need
		A	20 Years	Of historical significance. Transfer to TNA under 20 Year Rule for permanent preservation.
1.9	Market Testing <ul style="list-style-type: none"> <li>○ EU supplier</li> <li>○ Non-EU supplier</li> </ul>	See Part 7	See Part 7	
		D	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"> <li>○ Contact details of third parties / members of the public</li> </ul>	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	Incident Response and Decision Log Books - kept by on-call officers	R	10 Years	Depending on the nature of the incidents these log books may have historical value. To be reviewed at the end of the retention period.
1.14	Declarations relating to: <ul style="list-style-type: none"> <li>○ Conflicts of Interest</li> <li>○ Gifts and Hospitality</li> <li>○ Other auditable information</li> </ul>	D	7 Years	

## PART 2: FINANCE<sup>5</sup>

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"><li>○ Corporate / Institutional Grants</li><li>○ Individual / Corporate Learning Grants</li><li>○ Stakeholder Grant Assessment</li><li>○ Records used as part of Due Diligence (such as Persons of Concern Register etc.)</li></ul>	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 and services	D	2 Years	

<sup>5</sup> 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 and services	D	6 Years	Retention begins from the date the contract ends
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"> <li>o Private companies</li> <li>o Public limited companies</li> </ul>	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"> <li>○ Buildings and Contents</li> <li>○ Motor Vehicles</li> <li>○ Insured Equipment</li> <li>○ Insured ICT Equipment</li> </ul>	D	6 Years	Retention to begin after inventory has been superseded
2.17	Insurance Claims Administration: <ul style="list-style-type: none"> <li>○ Employer Liability</li> <li>○ Public Liability (exc. Minors)</li> <li>○ Officials Indemnity, Libel and Slander</li> <li>○ Public Liability Property Damage (under £1,500)</li> </ul>	D	6 Years	Retention to begin from the date of settlement / repudiation
2.18	Insurance Claims Administration: <ul style="list-style-type: none"> <li>○ Public Liability (Minors)</li> </ul>	D	21 Years	Retention to be set from date of birth
2.19	Insurance Claims Administration: <ul style="list-style-type: none"> <li>○ Industrial Disease</li> </ul>	D	100 Years	Retention to be set from date of birth
2.20	Insurance - Non-Liability Claims Administration: <ul style="list-style-type: none"> <li>○ Motor Vehicle Own Accident Damage</li> <li>○ Motor Vehicle Third Party (exc. Minors)</li> </ul>	D	6 Years	Retention to begin from the date of settlement / repudiation

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

	<ul style="list-style-type: none"> <li>○ Premium Allocation</li> <li>○ Premium Payment Ledger</li> </ul>			
2.27	<b>Insurance – Financial Management</b> <ul style="list-style-type: none"> <li>○ Liability Funding Analysis</li> </ul>	D	25 Years	
2.28	<b>Insurance – Operational Risk Management</b> <ul style="list-style-type: none"> <li>○ Loss Control Surveying</li> </ul>	D	6 Years	

## 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"> <li>○ Case passed to police / CPS</li> <li>○ Case not passed to police – evidence of fraud</li> <li>○ Case not passed to police – no evidence of fraud</li> </ul>	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>

## 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"> <li>○ Specifications</li> <li>○ Bills of Quantity</li> <li>○ Maintenance Manuals</li> <li>○ Standing Instructions</li> <li>○ Final Accounts</li> <li>○ Tender and Evaluation Board Papers</li> <li>○ Certificates (authorising payment)</li> <li>○ Agreements with contractors and consultants</li> </ul>	R	20 Years	Possible long-term business need

	o Claim and Arbitration Files			
4.2	Tender documents: o Rejected o Accepted	D R	10 Years 20 Years	Retention starts after project completion. Possible long-term business need.
4.3	Surveys and Inspection: o Reports – Master Copies o 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: o Information/Record Set o 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)

4.7	Fire Inspection of Crown Property (linked to the statutory inspection scheme)	R	20 Years	To be retained by WG long term (long term business need retention).  Files on iShare not to follow the usual closure after 5 years rule. Instead files must remain open for 10 years to allow for more than one inspection to take place in all cases.

## 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"> <li>○ Job history – consolidated history of whole career, location details.</li> <li>○ Information on the location of overseas service.</li> <li>○ Information on previous service dates.</li> <li>○ 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.</li> <li>○ Papers relating to any injury sustained while on duty</li> <li>○ Ill health retirement.</li> <li>○ Death-benefit nomination and revocation forms.</li> <li>○ Death in service.</li> </ul>	D	100 Years	From individual's date of birth

	<ul style="list-style-type: none"> <li>○ Death certificates - return original to the provider, retain copy.</li> <li>○ Decrees Absolute - return original to the provider, retain copy.</li> <li>○ Marriage certificate - return original to the provider, retain copy.</li> <li>○ Unpaid leave periods (maternity leave, career breaks etc.).</li> <li>○ Foster leave, parental leave, adoption leave.</li> <li>○ Paid &amp; unpaid special leave, specialist allowances.</li> <li>○ Term time working.</li> </ul>			
5.2	<p>Pay &amp; Pension</p> <ul style="list-style-type: none"> <li>○ 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.</li> <li>○ Pensions estimates / awards</li> <li>○ Re-employment following retirement.</li> </ul>	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"> <li>o Papers relating to disciplinary action that has resulted in any change to terms and conditions of service, salary, performance pay or allowances</li> <li>o Change of status from casual/fixed-term to permanent appointment.</li> </ul>			
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>All records including audio transcripts are retained by the Case Advisory Team</p>	D	Duration of employment +7 Years	<p>Retention begins from the date employment ends</p> <p>Once an audio transcript is agreed, the original audio recording is deleted</p> <p>Records held by other officers involved in the case are deleted at the conclusion of a case.</p>
5.8	Public Appointments –	D	5 Years	Board members are usually appointed for a period of a maximum of four years and the

	Public Bodies and Welsh Government Sponsored Bodies (WGSB) – appointment of WGSB Chairs, Deputy Chairs and board members			campaign and application could take up to 9 months prior to appointment and thus the suggested timeframe.  (These records/information are held on <b>Pobl</b> , the Welsh Government’s HR system)
5.9	Public Appointments – Re-appointments  Public Bodies and Welsh Government Sponsored Bodies (WGSB) – appointment of WGSB Chairs, Deputy Chairs and board members	D	11 Years	Board members are usually appointed for a period of a maximum of four years and the campaign and application could take up to 9 months prior to appointment and thus the suggested timeframe.  Retention is extended to 11 years, depending on their re-appointment period  (These records/information are held on <b>Pobl</b> , the Welsh Government’s HR system)
5.10	Information regarding secondees appointments held by team (not HR)	D	10 Years	
5.11	Appraisal Reports / Performance Management Reviews	D	5 Years	
	Underperformance Issues	D	1 Year	Until superseded by next PMR
5.12	Health & Safety:	A	Retain Permanently	

	<ul style="list-style-type: none"> <li>○ Assessments under Health and Safety Regulations</li> <li>○ Information and records of consultations with safety representatives and committees</li> </ul>			
5.13	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)
5.14	Statutory Maternity Pay: <ul style="list-style-type: none"> <li>○ Calculations</li> <li>○ Certificates (Mat B1s)</li> <li>○ Other Medical Evidence</li> </ul>	D	6 Years	
5.15	Payroll Input Forms: Reduced or No Pay / Maternity Pay	D	6 Years	
5.16	Medical / Self-Certification Certificates (unrelated to industrial injuries)	D	4 Years	
5.17	Wage / Salary Information and Records: <ul style="list-style-type: none"> <li>○ Overtime</li> </ul>	D	6 Years	Taxes Management Act 1970

	<ul style="list-style-type: none"> <li>○ Bonuses</li> <li>○ Expenses</li> <li>○ Promotion / Temporary Promotion / Substitution</li> </ul>			
5.18	Statutory Sick Pay – SSP1 and SSP1L	D	4-6 Years	
5.19	Over-Payments Documentation	D	6 Years	Retention to begin after repayment or write-off of the overpayment
5.20	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.
5.21	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)
5.22	Bank Details (current only)	D	6 Years	Retention starts after the end of service
5.23	Bank / Building Society References	D	6 Months	

5.24	Actuarial Valuation Reports	A	Retain Permanently	Non-Public Records. Not to be transferred to TNA, to be retained by WG
5.25	Bonus Pay Nominations	D	6 Years	
5.26	Inland Revenue Approvals	A	Retain Permanently	Non-Public Records. Not to be transferred to TNA, to be retained by WG
5.27	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)
5.28	Money Purchase Details	D	6 Years	Retention begins as soon as the transfer has been made
5.29	Redundancy Details, incl. calculation of payments and refunds	D	6 Years	Retention begins from the date of the redundancy
5.30	Recruitment:  o Recruitment system / Appointment / Promotion Board Papers (except Public Appointments, covered in paragraphs 5.8 and 5.9). This	D	2 Years	Retention begins from the close of competition (i.e. when someone has been appointed)

	<p>includes application forms and interview notes, and applies to both successful and unsuccessful candidates.</p> <ul style="list-style-type: none"> <li>○ Legacy Recruitment System (“Appoint”) ONLY</li> </ul>	D	3 Years	<p><b>2021 - Retention changed from 1 Year following recommendations from the Audit Commission's advice to retain recruitment paperwork for 2 years from the date of offer.</b></p> <p>Retention begins from the date the job was advertised, to ensure we do not delete information that might be asked for audit, given that “Appoint” does not capture the date the post was offered/rejected.</p>
5.31	Qualifications / References	D	6 Years	
5.32	<p>Flexible Working:</p> <ul style="list-style-type: none"> <li>○ Time Sheets (Flexi Sheets)</li> <li>○ Annual Leave Information and Records</li> </ul>	D	2 Years	
5.33	Variation of Hours – calculation formula for the individual	D	Destroy After Use	
5.34	Working Time Directive Opt-Out Forms	D	3 Years	Retention begins after Opt-Out has been rescinded or ceased to apply
5.35	Trade Union Agreements	D	10 Years	Retentions begins after the agreements are no longer effective

5.36	Training Information and Records	D	6 Years	Retention begins when employment ends
5.37	Welfare	D	6 Years	Retention begins after the date of the last action
5.38	Personnel Security Information and Records following end of employment: <ul style="list-style-type: none"> <li>o Staff leaving at normal retirement age</li> <li>o Staff leaving before normal retirement age</li> <li>o Staff who have died in service</li> </ul>	D D D	5 Years 10 Years 1 Year	
5.39	Employment Probation	D	5 Years	
5.40	Salary Sacrifice	D	2 Years	Retention begins once the allowance has ceased.  Authorisation documentation.
5.41	Change of Post / Department and Managed Moves	D	After Summary Noted	Note made on individual's personnel file
5.42	Bankruptcy and Insolvency	D	After Bankruptcy Order Ceases	
5.43	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
5.44	<p>Professions</p> <ul style="list-style-type: none"> <li>o Personal information collected to keep members informed about vacancies, training and networking opportunities within the profession.</li> </ul>	D	2 Years	Retention begins after the last action has been carried out.
5.45	All HR Policy and Strategy documents	D	Superseded + 10 years	Retention period begins after the policy has been superseded.

## 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	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)
6.2	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
6.3	Control of Substances Hazardous to Health Regulations 1999 / 2002	D	5 Years	The Control of Substances Hazardous to Health Regulations 2002 (COSHH) (SI 2002/2677)

	<p>Reg. 9 - maintenance, examination and test of control measures.</p> <p>Examination and testing of control equipment and repairs carried out as a result</p>			
6.4	<p>Control of Substances Hazardous to Health Regulations 1999 / 2002</p> <p>Reg. 10 - monitoring exposure at the workplace</p> <ul style="list-style-type: none"> <li>o general exposure</li> <li>o personal exposure of identifiable employee</li> </ul>	<p>D</p> <p>D</p>	<p>5 Years</p> <p>50 Years (or when the employee reaches 75 years old, whichever is longer)</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>
6.5	<p>Control of Substances Hazardous to Health Regulations (COSHH) 1999 / 2002</p> <p>Reg. 11 - health surveillance of employees who are, or are liable to be, exposed to a substance hazardous to health, incl. medical reports.</p>	<p>D</p>	<p>50 Years (or when the employee reaches 75 years old, whichever is longer)</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>
6.6	<p>Factories Act General Register Order 1973</p> <p>Form F31, recording details relating to the factory, such as name and address of occupier, nature of work, fire certificate, etc.</p>	<p>D</p>	<p>15 Years</p>	<p>Only applies to Welsh Government Properties</p>

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"> <li>o examination of respiratory protective equipment</li> <li>o health records</li> </ul>	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 ○ Exposure	D	50 Years (or when the employee reaches 75 years old, whichever is longer)	Information and Records Management: NHS Code of practice 2016
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 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 7: EUROPEAN FUNDED PROGRAMMES AND PROJECTS<sup>6</sup>

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 2027	Retention date in accordance with EU 1303/2013, article 140, para 1 and 2 Retention period provisionally extended from 2026 to 2027 in August 2021 to accommodate the deadline for submission of closure documentation i.e. 15 February 2025 (2 calendar years from 31 December 2025). <b>Subject to confirmation.</b>




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<sup>6</sup> 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.

7.2	<p>2007 – 2013 European Funded Programmes &amp; Projects, for example:</p> <ul style="list-style-type: none"> <li>○ Convergence covering West Wales and the Valleys</li> <li>○ Regional Competitiveness and Employment covering East Wales</li> <li>○ Territorial Co-operation, including the Ireland-Wales Cross-Border Programme</li> <li>○ Schemes which come under the European Agricultural Fund: Rural Development (e.g. Farming Connect)</li> <li>○ European Regional Development Fund</li> </ul>	D	2025	<p>Must be retained for three years from final payment from EC to WG.</p> <p>See also:  <a href="#">EU Structural Funds programmes 2007 to 2013: document retention periods   GOV.WALES</a></p>
7.3	<p>2000 – 2006 Programmes and Community Initiatives supported by the European Regional Development Fund</p> <ul style="list-style-type: none"> <li>○ Objective 2 &amp; Objective 2 Transitional</li> <li>○ INTERREG IIIA</li> <li>○ URBAN II</li> <li>○ Objective 1</li> </ul>	<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"> <li>○ Objective 3</li> </ul>	D	2017	<p>Retentions as outlined in WEFO guidance (20/09/2016):</p>

				 WEFO Retention Dates.pdf
7.5	2000-2006 Programme supported by the Financial Instruments for Fisheries Guidance (FIFG) <ul style="list-style-type: none"> <li>○ Objective 1</li> </ul>	D	2017	Retentions as outlined in WEFO guidance (20/09/2016):   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"> <li>○ LEADER+</li> <li>○ Objective 1</li> </ul>	D D	2014 2017	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

## 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).

## PART 9: CONTRACTS (NON-EU FUNDED)<sup>7</sup>

Ref No	Description of Information and Records	Disposal Action	Recommended Retention	Comments & References
9.1	Contracts < £5,000 (relating to goods and services)	D	2 Years	
9.2	Contracts > £5,000 (relating to goods and services)	D	6 Years	Retention begins from the date the contract ends
9.3	Major Contracts for periods of more than 10 years	R	15 Years	Possible long-term business need

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<sup>7</sup> 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

## 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"> <li>○ Approved</li> <li>○ Rejected or Deferred</li> </ul>	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"> <li>○ Reports</li> <li>○ Working Papers / Draft Reports</li> <li>○ Correspondence</li> </ul>	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"> <li>○ Provisional / Proposals</li> <li>○ Final / Variations</li> </ul>	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"> <li>○ Contracts Under Seal</li> <li>○ Other Contracts</li> <li>○ Title Deeds</li> <li>○ Correspondence</li> </ul>	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"> <li>○ Nominations (approved and rejected)</li> <li>○ Approved List</li> <li>○ Removals / Suspensions</li> </ul>	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"> <li>○ Record Set of Papers</li> </ul>	D	At end of project	

	<ul style="list-style-type: none"> <li>○ Other Copies</li> <li>○ Working Papers</li> <li>○ Minutes of Meetings</li> </ul>	D	1 Year	
		D	2 Years	
		D	5 Years	
10.8	Maps, Plans, Drawings and Photographs			Retention begins from the date of completion of the project
	<ul style="list-style-type: none"> <li>○ Master Set</li> <li>○ Working Copies</li> <li>○ Other Copies</li> </ul>	D	10 Years	Major projects may have long-term business need or historical significance.
		D	At end of project	
		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"> <li>○ Allocation</li> <li>○ Procurement / Disposal</li> </ul>	D	When land is released for other purposes	Retention begins from the date of disposal of the land
		D	12 Years	
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"> <li>○ Minutes</li> <li>○ Correspondence</li> </ul>	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"> <li>○ Draft</li> <li>○ Interim</li> <li>○ Final / Evaluation</li> </ul>	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"> <li>○ Copies of documentation from other projects</li> <li>○ Product information</li> <li>○ Equipment / Machinery</li> <li>○ Training courses</li> <li>○ Correspondence</li> </ul>	D	2 Years	Retention begins from the date of completion of the project

## 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 “Retention and Disposal Schedule – CIW Consolidated Version” which was finalised in August 2024.

Ref No	Description of Information and Records	Disposal Action	Recommended Retention	Comments & References
11.1	Enquiries: <ul style="list-style-type: none"> <li>○ Enquiry Record</li> <li>○ Case Record</li> <li>○ Fostering and Adoption Checks</li> <li>○ All associated information</li> </ul>	D	12 Months	Retention starts from enquiry closure.
11.2	Services: <ul style="list-style-type: none"> <li>○ Service Record</li> <li>○ Suspension History</li> <li>○ Service History</li> <li>○ Conditions</li> <li>○ Service Needs Provided For</li> <li>○ Online Variation to Cancel / Remove a Service</li> <li>○ Online Variation to Add a Service (where service is refused)</li> <li>○ Last Inspection associated to the Service</li> <li>○ Latest Statement of Purpose</li> <li>○ Service Person and associated Person records</li> <li>○ Enforcement record for an Operating Service</li> </ul>	D	6 Years (or 10 Years if Enforced Cancelled or Refused)	Retention starts from service de-registration or refusal.

11.3	<p>Services:</p> <ul style="list-style-type: none"> <li>○ Opening Hours</li> <li>○ Certificates</li> <li>○ Online Variations excluding those to Cancel / Remove a Service and those Refused Variations to Add a Service</li> <li>○ Change Records</li> <li>○ Registration Records</li> <li>○ Online Notification Records (People based and statement of purpose changes)</li> </ul>	D	6 Months	Retention starts from service de-registration.
11.4	<p>Services:</p> <ul style="list-style-type: none"> <li>○ Emails, Letters, Faxes, Appointments and Tasks</li> <li>○ Documents (excluding the Statement of Purpose)</li> </ul>	D	3 Years	Retention starts from date created
11.5	<p>Service Providers:</p> <ul style="list-style-type: none"> <li>○ Service Provider Record</li> <li>○ Organisation Record</li> <li>○ Organisation Officers</li> <li>○ Conditions</li> <li>○ Enforcement record for an Operating Provider</li> </ul>	D	6 Years (or 10 Years if Enforced Cancelled or Refused)	Retention starts from service provider de-registration or refusal
11.6	<p>Service Providers:</p> <ul style="list-style-type: none"> <li>○ Online Variations</li> <li>○ Online Notifications</li> </ul>	D	6 Months	Retention starts from service provider de-registration
11.7	<p>Service Providers:</p> <ul style="list-style-type: none"> <li>○ Emails, Letters, Faxes, Appointments and Tasks associated to the Provider or Organisation</li> </ul>	D	3 Years	Retention starts from date created.

	<ul style="list-style-type: none"> <li>○ Documents associated to the Provider or Organisation</li> </ul>			
11.8	<p>Variation Supporting Information:</p> <ul style="list-style-type: none"> <li>○ Person related information, e.g. Qualifications, Employment History, References.</li> <li>○ Service-related information, e.g. Scale of Charges, Floor Plans, Policies.</li> </ul>	D	Immediately	Retention starts from completion of the next full inspection following the variation closure date.
11.9	<p>Variation Supporting Information:</p> <ul style="list-style-type: none"> <li>○ Provider related information, e.g. Business Plan, Bank Reference, Annual Accounts.</li> </ul>	D	Immediately	Retention starts from completion of the next full inspection at any of the Provider's services, following the variation closure date.
11.10	<p>Inspection:</p> <ul style="list-style-type: none"> <li>○ Inspection Record</li> <li>○ Published Inspection Report</li> <li>○ Priority Action Report</li> <li>○ Cancelled Inspections</li> </ul>	D	8 Years	<p>Retention starts from publication of report.</p> <p>(If the associated service is deregistered, the last report will however be kept until disposal of the associated service record)</p>
11.11	<p>Inspection:</p> <ul style="list-style-type: none"> <li>○ DoLS Case Tracking</li> <li>○ Emails, Phone Calls, Tasks and Direct Messages</li> <li>○ Planning and analysis documents</li> <li>○ Contemporaneous notes</li> <li>○ Appeal letters</li> <li>○ Documents collected</li> </ul>	D	3 Years	Retention starts from publication of report.
11.12	<p>Non-Compliance and Recommendations:</p> <ul style="list-style-type: none"> <li>○ Non-Compliance Record</li> <li>○ Recommendation Record</li> </ul>	D	6 Years	Retention starts from closure date.

	<ul style="list-style-type: none"> <li>○ All associated information</li> </ul>			
11.13	<b>Data Collections:</b> <ul style="list-style-type: none"> <li>○ Self-Assessment of Service Statement (SASS)</li> <li>○ Annual Return</li> </ul>	D	3 Years	Retention starts from closure date of the relevant collection period.
11.14	<b>Feedback:</b> <ul style="list-style-type: none"> <li>○ Post Inspection Feedback Questionnaire</li> <li>○ Post Registration Feedback Questionnaire</li> <li>○ Feedback Surveys</li> </ul>	D	3 Years	Retention starts from date of receipt
11.15	<b>Concerns:</b> <ul style="list-style-type: none"> <li>○ Concern Record</li> <li>○ Online Concern Record</li> <li>○ All associated information</li> </ul>	D	3 Years	Retention starts from resolution of concern.
11.16	<b>Safeguarding (related to Children):</b> <ul style="list-style-type: none"> <li>○ Safeguarding Record</li> <li>○ All associated information</li> </ul>	R	20 Years (potentially retained for 70 years)	Retention starts from resolution of safeguarding.
11.17	<b>Safeguarding (all other):</b> <ul style="list-style-type: none"> <li>○ Safeguarding Record</li> <li>○ All associated information</li> </ul>	D	3 Years	Retention starts from resolution of safeguarding.
11.18	<b>Notifications (event based):</b> <ul style="list-style-type: none"> <li>○ Notification Record</li> <li>○ Online Notification Record</li> <li>○ All associated information</li> </ul>	D	3 Years	Retention starts from closure date.
11.19	<b>Enforcement:</b> <ul style="list-style-type: none"> <li>○ Original records seized from Services (where service/provider is still operating)</li> </ul>		Returned immediately to Service / Provider	Retention starts from end of enforcement activity.

11.20	<p>Enforcement:</p> <ul style="list-style-type: none"> <li>○ Original records seized from Children's Residential Services (where service/provider has closed)</li> </ul>		Passed immediately to the placing authority	Retention starts from end of enforcement activity.
11.21	<p>Enforcement:</p> <ul style="list-style-type: none"> <li>○ Original records seized from all other Services (where service/provider has closed)</li> </ul>	D	Destroyed immediately	Retention starts from end of enforcement activity.
11.22	<p>Operating Without Registration Investigations:</p> <ul style="list-style-type: none"> <li>○ Operating without registration record</li> <li>○ Child placement record</li> <li>○ Associated Service record</li> <li>○ All associated information</li> </ul>	D	10 Years	Retention starts from closure date.
11.23	<p>Child Placement (not linked to Operating Without Registration investigations):</p> <ul style="list-style-type: none"> <li>○ Child Placement record</li> <li>○ All associated information</li> </ul>	D	3 Years	Retention starts from created date.
11.24	<p>Other CaSSi Database Records:</p> <ul style="list-style-type: none"> <li>○ Person Record (CaSSi Database Record) where not linked to any service or service provider</li> <li>○ Organisation Record (CaSSi Database Record) where not linked to any service or service provider</li> </ul>	D	1 Month	Retention starts from the record creation date.

11.25	Other CaSSi Database Records: <ul style="list-style-type: none"> <li>Documents not linked to any records</li> <li>Activities not linked to any records</li> </ul>	D	7 days	Retention starts from date created.
11.26	CIW Online Profile Changes: <ul style="list-style-type: none"> <li>Service Profile</li> <li>Provider Profile</li> <li>Organisation Profile</li> <li>Individual User Profile</li> </ul>	D	6 Months	Retention starts from submission date.
11.27	Withdrawn Records: <ul style="list-style-type: none"> <li>Online Variation Records</li> <li>Change Records</li> <li>Registration Records</li> <li>All related records</li> <li>All associated information</li> </ul>	D	6 Months	Retention starts from withdrawal date.
11.28	Other Withdrawn Records: <ul style="list-style-type: none"> <li>Notification Records</li> <li>Online Concerns raised in error</li> <li>All related records</li> <li>All associated information</li> </ul>	D	1 Month	Retention starts from withdrawal date.
11.29	Reminders <ul style="list-style-type: none"> <li>Inspection reminder notes</li> </ul>	D	1 Month	Retention starts from date closed.
11.30	Child Care at Home Voluntary Approval Scheme: <ul style="list-style-type: none"> <li>Application documents</li> </ul>	D	3 Years	Retention starts from application approval date.
11.31	Child Care at Home Voluntary Approval Scheme: <ul style="list-style-type: none"> <li>Application information</li> </ul>	D	4 Years	Retention starts from approval end

11.32	<p>Investigations:</p> <ul style="list-style-type: none"> <li>○ Service Investigation Records</li> <li>○ Service Provider Investigation Records</li> <li>○ All associated information</li> </ul>	D	6 Months	Retention starts from investigation closure.
11.33	<p>Communications:</p> <ul style="list-style-type: none"> <li>○ Images, videos, pen portraits, written comments, reviews and accounts for use in Communications work</li> </ul>	D	5 Years	Retention starts from acquisition date.
11.34	<p>Local Authority Inspection:</p> <ul style="list-style-type: none"> <li>○ Published reports and letters.</li> <li>○ Post inspection feedback.</li> <li>○ All information gathered as, and forming part of, inspection activity.</li> <li>○ All joint inspection activity, e.g. JICPA.</li> <li>○ CAF/CASS Cymru Inspections</li> </ul>	D	6 Years	Retention starts from publication of report or letter.
11.35	<p>Local Authority Inspection:</p> <ul style="list-style-type: none"> <li>○ Bespoke engagement feedback and evidence.</li> <li>○ Inspection programme planning.</li> <li>○ Engagement and performance monitoring.</li> <li>○ Intelligence sharing, e.g. Healthcare Summits.</li> <li>○ Local Authority Advisory Group minutes and correspondence.</li> <li>○ Internal meeting records, e.g. QIRMS and IPERMS.</li> </ul>	D	6 Years	Retention starts from date received / created.
11.36	<p>Local Authority Inspection:</p> <ul style="list-style-type: none"> <li>○ Local Authority Performance Information.</li> </ul>	D	3 Years	Retention starts from date received.

	<ul style="list-style-type: none"> <li>○ Notifications and updates from Local Authorities of services operating without registration.</li> <li>○ Child and Adult practice reviews.</li> </ul>			
11.37	<p>Local Authority Inspection:</p> <ul style="list-style-type: none"> <li>○ Records informing thematic &amp; national overview reports</li> </ul>	D	3 Years	Retention starts from publication of report.
11.38	<p>Local Authority Inspection:</p> <ul style="list-style-type: none"> <li>○ Auditing &amp; quality assurance</li> </ul>	D	3 Years	Retention starts from date of audit completion.
11.39	<p>Local Authority Inspection:</p> <ul style="list-style-type: none"> <li>○ Records relating to allegations or cases of child sexual abuse.</li> </ul>	R	20 Years (potentially retained for 70 years)	Retention starts from date record created.

**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>

**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"> <li>○ Accreditation and Records of Inspections</li> <li>○ Healthcare Establishment Files (inspected institutions incl. LHBs, independent healthcare settings, GP surgeries etc. plus other organisations associated with HIW)</li> </ul>	D	10 Years	
13.2	<p>LSA</p> <ul style="list-style-type: none"> <li>○ Supervisory records relating to investigations of clinical incident, alleged misconduct or incompetence relating to a midwife</li> <li>○ Records relating to the care of the woman or baby which have been transferred from a self-employed midwife to the LSA</li> <li>○ Formal LSA practice programme and the outcome details</li> </ul>	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	NB – All records relating to the statutory supervision of midwives must be kept separately from employment records.

				<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 information and records created before this date will remain covered by this Retention Schedule.</p>
13.4	Quality Assurance of Nursing and Midwifery Education	D	5 Years	
13.5	Documentation relating to Mental Health Act activities	D	10 Years	<p>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.</p> <p>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.</p>
13.6	<p>Controlled Drugs</p> <ul style="list-style-type: none"> <li>○ Destruction Information and Records (Pharmacy and Ward Based)</li> <li>○ Controlled Drugs (TTOs / OP)</li> </ul>	D	2 Years	

	o Controlled Drugs Order Books, Ward Orders and Requisitions			
13.7	Operations	D	10 Years	
13.8	Investigations			
	o Investigations concerning pregnant women or births	D	25 Years	See also 13.2. Nursing and Midwifery Council (NMC) Midwives rules and standards 2012
	o 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			
	o Contracts (Non-EU) < £5,000	D	2 Years	Possible long-term business need  Possible long-term business need
	o Contracts > £5,000	D	6 Years	
	o Contracts relating to services	R	7 Years	
	o Major Contracts for longer than 10 years	R	20 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 &amp; Social Services – Pharmaceutical Claims</p> <p>Records dating from 1 January 2000:</p> <ul style="list-style-type: none"> <li>○ Budgets and Drug Allocations to Local Health Boards</li> <li>○ Documents (including minutes of meetings) relating to prescribing issues, whether internal or external. Including the All Wales Medicines Management Strategy Group meetings.</li> <li>○ Policy, prescribing recommendations, guidance, guidelines, drug formularies, targets and incentives relating to prescribing. Including any encouragement to switch between drugs.</li> </ul>	R	20 Years	Possible long-term business need

## PART 14: WELSH TRIBUNALS

The Welsh Tribunals are the only part of justice devolved in Wales and are the only judicial bodies administered by the Welsh Government. There are six devolved tribunals: The Adjudication Panel for Wales (APW), the Agricultural Land Tribunal for Wales (ALT), the Education Tribunal for Wales (ETW), the Mental Health Review Tribunal for Wales (MHRT), the Residential Property Tribunals Wales (RPT), the Residential Property Tribunals Wales (RPT), and the Welsh Language Tribunal (WLT).

Further details can be found in the main [Welsh Tribunals Retention and Disposals Schedule](#)

Ref No	Description of Information and Records	Disposal Action	Recommended Retention	Comments & References
14.1	Case Files (for all Welsh Tribunals)	D	6 Years	Retention begins after closure of case
14.2	Tribunal Decisions (and Final Orders, where applicable) <ul style="list-style-type: none"> <li>○ Relating to APW, ALT, ETW, RPT, RPT, and WLT only</li> <li>○ Relating to MHRT only</li> </ul>	R  D	Retain permanently  6 Years	
14.3	Members' Personal Files	D	7 Years	Retention begins from termination of contract
14.4	Audio Recordings of Hearings (only applies to APW and ETW)	D	6 Months	

## 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"> <li>○ Case work relating to Registered Social Landlords in Wales</li> <li>○ Complex case intervention work (including briefing papers relating to complex cases referred to the Regulatory Board for Wales)</li> <li>○ Regulatory activity relating to regulatory interventions - both voluntary and statutory in nature</li> </ul>	D	15 Years	
15.2	<p>Consents:</p> <ul style="list-style-type: none"> <li>○ Consents - Disposal 3, Sealed deeds, Land Registry Forms, consent correspondence, construction consents</li> </ul>	D	15 Years	
15.3	<p>Consents:</p> <ul style="list-style-type: none"> <li>○ Instruments relating to registration and de-registration of an RSL</li> <li>○ Founding governance instruments relating to a new RSL</li> </ul>	A	Retain permanently	Non-public records to be retained by WG for legal reasons

- Constitutional consents that record changes such as transfer of engagements and amalgamations
- Consents relating to Welsh Government charges held over property and land assets

## 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"> <li>○ Scoping</li> <li>○ Planning</li> <li>○ Marketing</li> <li>○ Individual development interventions</li> <li>○ Evaluation</li> </ul>	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"> <li>○ Training History / Staff Training (Individual Training Records) – including training and development records relating to attendance and achievement of individual employees</li> </ul>	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"><li>○ Training Provision (Course Administration)</li><li>○ Training Provision (Course Content)</li></ul>			<p>Retention begins after superseded or course no longer provided</p>
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## PART 17: CHILDCARE OFFER FOR WALES

Ref No	Description of Information and Records	Disposal Action	Recommended Retention	Comments & References
<b>Data submitted by Parents</b>				
* Please note: the retention periods below do not include an additional 3 months in which data is stored in the digital platform back up system				
17.1	<b>Data of parent/guardians who applied for the Childcare Offer, but their application was never approved</b> <ul style="list-style-type: none"> <li>User account</li> <li>Application form</li> <li>Uploaded supporting evidence</li> </ul>	D	90 days	After last log in or after the application form was automatically deleted from the digital platform, whichever is the later date
		D	60 days	After any change of status on the digital platform (submitted/rejected or more information required)
		D	21 days	After any change of status on the digital platform (submitted/rejected or more information required)
17.2	<b>Data of parent/guardians who applied for the Childcare Offer and claimed funded childcare but fell out of the eligibility criteria (eg: over the maximum earnings threshold or moved to England)</b> <ul style="list-style-type: none"> <li>User account</li> </ul>	D	90 days	After last log in or since the application form was automatically deleted from the

	<ul style="list-style-type: none"> <li>• Application form</li> </ul>	D	7 years	digital platform, whichever is the later date  After the childcare setting submits last payment claim for childcare provided under this application
	<ul style="list-style-type: none"> <li>• Uploaded supporting evidence</li> </ul>	D	7 years	After the childcare setting submits last payment claim for childcare provided under this application
17.3	<p><b>Data of parents/guardians approved until the end of eligibility for the Childcare Offer and who have claimed</b></p> <ul style="list-style-type: none"> <li>• User account</li> <li>• Application form</li> <li>• Uploaded supporting evidence</li> </ul>	D	90 days	After last log in or since the application form was automatically deleted from the digital platform, whichever is the later date
		D	7 years	After the childcare setting submits last payment claim for childcare provided under this application
		D	7 years	After the childcare setting submits last payment claim for childcare provided under this application
17.4	<p><b>Data of parent/guardians who applied for the Childcare Offer and were approved, but never claimed</b></p> <ul style="list-style-type: none"> <li>• User account</li> </ul>	D	90 days	After last log in or after the application form was automatically deleted from the

	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Uploaded documents</li> </ul>	D	3 weeks	digital platform, whichever is the later date
		D	3 weeks	After end of eligibility
				After end of eligibility

**Data submitted by Childcare Settings who have been approved to provide childcare funded by the Childcare Offer for Wales**

\* Please note: the retention periods below do not include an additional 3 months in which data is stored in the digital platform back up system

17.5	<p><b>Data of childcare settings who have been approved to deliver funded childcare via the Childcare Offer for Wales</b></p> <ul style="list-style-type: none"> <li>• Registration data (Bank account details, address, and contact details are stored in Childcare Offer platform which communicates with the Welsh Government finance system (SAP))</li> <li>• Vendor/Customer information (Bank account details, address, and contact details)</li> </ul> <p><i>The Childcare Offer platform communicates with the Welsh Government finance system (SAP) where your organisation is set up as a vendor/customer. This enables us to pay</i></p>	D	7 years	Information deleted from the local authority view 18 months once setting has “de-registered” status (no longer delivering the Childcare Offer for Wales). Data is stored on the Childcare Offer digital platform and the Welsh Government finance system (SAP) for 7 years.
		D	7 years	Data held in the Welsh Government’s finance system (SAP) for 7 years

	<p><i>childcare providers for delivering funded childcare</i></p> <ul style="list-style-type: none"> <li>• Timesheets, back payments and extraordinary payments</li> <li>• Draft timesheets that have not been submitted</li> </ul>	D	7 years	From date submitted (stored on Childcare Offer digital platform)
		D	365 days	After they were generated
17.6	<b>Registration data of childcare settings whose registration was not approved</b>	D	Immediately	After rejection
17.7	<p><b>Data of childcare setting staff:</b></p> <ul style="list-style-type: none"> <li>• Date of Birth and email address</li> <li>• User's name</li> </ul>	D	90 days	After deactivation or last log in of that user.
		D	7 years	Audit trails and event history within the Childcare Offer platform retain the name of staff members who performed each action (e.g. submitted timesheets) for 7 years

## PART 18: SEA FISHERIES COMMITTEES

Ref No	Description of Information and Records	Disposal Action	Recommended Retention	Comments & References
18.1	Committee reports	A	20 Years	Transfer to a Place of Deposit (e.g. West Glamorgan Archives) for permanent preservation
18.2	Committee (and Sub-committee) minutes	A	20 Years	Transfer to a Place of Deposit (e.g. West Glamorgan Archives) for permanent preservation
18.3	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
18.4	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
18.5	Chairman signed reports	A	20 Years	Transfer to a Place of Deposit (e.g. West Glamorgan Archives) for permanent preservation
18.6	Local government reviews	A	20 Years	Transfer to a Place of Deposit (e.g. West Glamorgan Archives) for permanent preservation

18.7	Sea Impress oil spill material	A	20 Years	Transfer to a Place of Deposit (e.g. West Glamorgan Archives) for permanent preservation
18.8	Species files	A	20 Years	Transfer to a Place of Deposit (e.g. West Glamorgan Archives) for permanent preservation
18.9	Dredging files	A	20 Years	Transfer to a Place of Deposit (e.g. West Glamorgan Archives) for permanent preservation
18.10	Sites of Special Scientific Interest (SSSIs)	A	20 Years	Transfer to a Place of Deposit (e.g. West Glamorgan Archives) for permanent preservation
18.11	Pembrokeshire Forum	A	20 Years	Transfer to a Place of Deposit (e.g. West Glamorgan Archives) for permanent preservation
18.12	Wind farms / tidal power	A	20 Years	Transfer to a Place of Deposit (e.g. West Glamorgan Archives) for permanent preservation
18.13	Cockles <ul style="list-style-type: none"> <li>o Changes in dredging techniques</li> <li>o Imposition of restrictions etc.</li> </ul>	A	20 Years	Transfer to a Place of Deposit (e.g. West Glamorgan Archives) for permanent preservation
18.14	Fishing <ul style="list-style-type: none"> <li>o Imposition of quotas</li> </ul>	A	20 Years	Transfer to a Place of Deposit (e.g. West Glamorgan Archives) for permanent preservation

- Particular notice of reports of reactions of the fishing community
- Conservation of fish stocks and the environment.

## PART 19: AGRICULTURE

Ref No	Description of Information and Records	Disposal Action	Recommended Retention	Comments & References
19.1	<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>
19.2	<p>Environmental Impact Assessment (EIA) (Agriculture) (Wales) Regulations 2017</p> <ul style="list-style-type: none"> <li>○ Screening Applications</li> <li>○ Tip Offs</li> </ul>	R	20 Years	Possible long-term business need

## PART 20: ANIMAL AND PLANT HEALTH

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

	<ul style="list-style-type: none"> <li>○ Annex B Applications</li> </ul>	D	2 Years	
20.4	<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
20.5	<p>Animal Welfare</p> <ul style="list-style-type: none"> <li>○ Welfare of Animals on Farms (including Cross Compliance information, case work)</li> <li>○ Welfare of Animals at Market (including Welfare Liaison Groups, case work)</li> <li>○ Welfare of Animals at Slaughter (including certificates, enforcement, case work)</li> </ul>	D	15 Years	Animal and Plant Health Agency What To Keep Guidelines 2018
20.6	<p>Animal Welfare</p> <ul style="list-style-type: none"> <li>○ Fish Farm Inspections</li> </ul>	D	7 Years	Animal and Plant Health Agency What To Keep Guidelines 2018
20.7	<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

20.8	<p>Artificial Breeding Controls:</p> <ul style="list-style-type: none"> <li>○ Artificial Insemination Centres, Artificial Insemination of Bovines or Equines by non-Veterinarians;</li> <li>○ Unlicensed premises and related materials, and Premise Approvals;</li> <li>○ Animal Approvals for Bulls and Boars, and Testing and Licensing of Bulls and Boars</li> </ul>	D	7 Years	Animal and Plant Health Agency What To Keep Guidelines 2018
20.9	<p>Operational Disease Work – Animals:</p> <ul style="list-style-type: none"> <li>○ Transmissible Spongiform Encephalopathies</li> <li>○ BSE/TSE testing, sample receipts, processing and all additional/related records</li> </ul>	D	50 Years	Animal and Plant Health Agency What To Keep Guidelines 2018
20.10	<p>Operational Disease Work – Animals:</p> <ul style="list-style-type: none"> <li>○ Psittacosis-Ornithosis</li> <li>○ Salmonella</li> <li>○ TB in cattle, including tracings; badgers, deer and any other species</li> </ul>	D	10 Years	Animal and Plant Health Agency What To Keep Guidelines 2018
20.11	<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"> <li>○ Exotic Diseases</li> <li>○ Endemic Diseases</li> </ul>	D	20 Years	
		D	10 Years	
20.12	<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
20.13	<p>Operational Disease Work – Plants:</p> <ul style="list-style-type: none"> <li>○ Ralstonia Solanacearum (Potato Brown Rot)</li> <li>○ Clavibacter Michiganensis Subsp. Sepedonicus (Potato Ring Rot)</li> <li>○ Potato Cyst Nematode (PCN) – all types (Pale, Golden)</li> <li>○ Potato Cyst Eelworm</li> <li>○ Synchytrium Endobioticum (Potato Wart Disease)</li> </ul>	R	10 Years	Animal and Plant Health Agency What To Keep Guidelines 2018
20.14	<p>Plant Health Disease Surveillance / Eradication &amp; Containment Records:</p> <ul style="list-style-type: none"> <li>○ Eradication &amp; Containment programmes – including contracts, maps, images, arrangements and correspondence</li> <li>○ Inspections and Findings – including investigations, correspondence, reports, actions</li> </ul>	D	3 Years	Animal and Plant Health Agency What To Keep Guidelines 2018
		D	7 Years	

	<p>and notices, records of destructions, import paperwork, phytosanitary certificates</p> <ul style="list-style-type: none"> <li>○ Surveillance Management – including BIG meetings, agenda, minutes and meeting outputs, discussions</li> <li>○ 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</li> <li>○ Survey data – raw data and outputs from survey activities, maps, photos/images</li> </ul>	D	3 Years	
		D	7 Years	
		D	7 Years	
20.15	<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"> <li>○ Duty Vet Day Books</li> <li>○ Inspectors' Official Notebooks and Diaries (including Notebooks and Diaries for Animal Health Officers, PHSI and Plant Health Inspectors, NBU Inspectors, Vets)</li> </ul>			Animal and Plant Health Agency What To Keep Guidelines 2018
		D	3 Years	
		D	7 Years	

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

## PART 21: 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
21.1	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

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

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

## PART 22: TECHNOLOGY & TELECOMMUNICATIONS

Ref No	Description of Information and Records	Disposal Action	Recommended Retention	Comments & References
22.1	<p>Acquisition:</p> <p>Records relating to the acquisition of information and communications technology and systems, including:</p> <ul style="list-style-type: none"> <li>○ Planning</li> <li>○ Selection</li> <li>○ Specifications</li> <li>○ Systems Documentation</li> <li>○ Purchase</li> </ul>	D	5 Years	Retention begins when the system is superseded.
22.2	<p>Acquisition:</p> <p>Software licences and up-grade agreements</p>	D	When upgraded or disposed of	
22.3	<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.

22.4	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
22.5	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"> <li>○ System Access Logs</li> <li>○ Internet Access Logs</li> <li>○ System Change Logs</li> <li>○ Audit Trails (showing history of access or change to data)</li> </ul>	R	7 Years	Retention begins after the date of the last action.  Possible long-term business need
22.6	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	
22.7	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
22.8	Installation:	R	5 Years	Retention begins after the date of the last action.

	Records relating to the installation and disposal of information and communications technology and systems.			Possible long-term business need
22.9	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
22.10	Operations:  Operation manuals for information and communications technology hardware and software.	R	Retain for the life of the system	
22.11	Operations:  Records relating to routine operation of information and communications technology, including administration of user access/ permissions.	R	2 Years	Retention begins after the date of the last action.  Possible long-term business need
22.12	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
22.13	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

22.14	<p>Planning:</p> <p>Records relating to the development of information and communications systems strategic plan.</p>	R	3 Years	<p>Retention begins after the date of the last action.</p> <p>Possible long-term business need</p>
22.15	<p>Planning:</p> <p>Information and communications systems strategic plan.</p>	R	5 Years	<p>Retention begins after the date of the last action.</p> <p>Possible long-term business need</p>
22.16	<p>Privacy:</p> <p>Records relating to the implementation of information privacy principles and guidelines in agency information and communication technology and systems.</p>	R	5 Years	<p>Retention begins after they have been superseded.</p> <p>Possible long-term business need</p>
22.17	<p>Security:</p> <ul style="list-style-type: none"> <li>○ Records relating to security of information and communication technology and systems.</li> <li>○ Records relating to minor breaches of security, including unauthorised access to a computer network, alteration of data, etc.</li> </ul>	R	2 Years	<p>Possible long-term business need</p> <p>Retention begins after change or disposal of system.</p> <p>Retention begins after the date of the last action.</p>
22.18	<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>

22.19	<p>Security:</p> <p>CCTV</p> <ul style="list-style-type: none"> <li>○ Footage</li> <li>○ Deletion Certificates</li> <li>○ Copies of footage as evidence in an investigation</li> </ul>	D	30 Days	Automatically overwritten every 30 days
22.20	<p>Feasibility Study Reports – Proof of Concept / Requirements Analysis Documentation / Requests for Proposals (RFP) / Requests for Information</p> <ul style="list-style-type: none"> <li>○ Approving Authority (e.g. DOIT, TIRU &amp; DGS)</li> <li>○ IT Program</li> <li>○ Unapproved Feasibility Study Reports (FSR)</li> </ul>	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 Evaluation Report
		D	1 Year	Retention starts after FSR is not approved
		D	4 Months	

	<ul style="list-style-type: none"> <li>o Data Collection Material (such as logs, time studies, interviews, questionnaires, computer printouts and records related to the development of an FSR)</li> </ul>			Retention starts after FSR is / is not approved, or following an audit.
22.21	<p>System Documentation</p> <ul style="list-style-type: none"> <li>o IT Program</li> <li>o Data Collection Material (such as logs, time studies, interviews, questionnaires, computer printouts and records related to the development of an FSR)</li> </ul>	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
22.22	<p>Testing Documentation</p> <ul style="list-style-type: none"> <li>o IT Program</li> <li>o Data Collection Material (such as logs, time studies, interviews, questionnaires, computer printouts and records related to the development of an FSR)</li> </ul>	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 Evaluation Report, or following an audit.
22.23	<p>Program Source Code</p> <ul style="list-style-type: none"> <li>o IT Program</li> </ul>	D	2 Years	

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

	<ul style="list-style-type: none"> <li>o Data Collection Material (such as logs, time studies, interviews, questionnaires, computer printouts and records related to the development of an FSR)</li> </ul>	D	3 Months	Retention begins after the system is no longer operational or following an audit
22.26	<p>Post Implementation Evaluation Reports</p> <ul style="list-style-type: none"> <li>o Approving Authority</li> <li>o IT Program</li> <li>o Data Collection Material (such as logs, time studies, interviews, questionnaires, computer printouts and records related to the development of an FSR)</li> </ul>	D D D	2 Years 2 Years 3 Months	Retentions begin after the system is no longer operational or following an audit
22.27	<p>Reference Manuals</p> <ul style="list-style-type: none"> <li>o IT Program</li> </ul>	D	When revised, superseded, or rescinded	
22.28	<p>Information Technology Asset Audits (Inventories)</p> <ul style="list-style-type: none"> <li>o IT Program</li> </ul>	D D	4 Years 3 Months	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"> <li>o Data Collection Material (such as logs, time studies, interviews, questionnaires, computer printouts and records related to the development of an FSR)</li> </ul>			Retention begins after the asset is no longer operational
22.29	<ul style="list-style-type: none"> <li>o Internet browsing history logs</li> <li>o MicroSoft Teams (which replaces instant messaging, Skype and Yammer)</li> </ul>	D	90 Days	On a rolling basis
		D	30 Days	Auto-deletion on a rolling basis

## PART 23: PRIVATE OFFICE

Please also see [Private Office - Information Management and Retention Policy](#).

Ref No	Description of Information and Records	Disposal Action	Recommended Retention	Comments & References
23.1	Ministerial Diaries	A	20 Years	Historical value. Offer to a Place of Deposit for permanent preservation.

## PART 24: EVENTS, PUBLIC RELATIONS AND PRESS OFFICE

Ref No	Description of Information and Records	Disposal Action	Recommended Retention	Comments & References
24.1	Events: <ul style="list-style-type: none"> <li>○ Correspondence and papers</li> <li>○ Reports</li> </ul>	D	7 Years	
24.2	Events: <ul style="list-style-type: none"> <li>○ Visitor books</li> <li>○ Calendars</li> <li>○ Brochures and guides</li> </ul>	D	3 Years	
24.3	Events: <ul style="list-style-type: none"> <li>○ Contact details for people attending an event or conference organised by WG</li> </ul>	D	1 Year	
24.4	Membership: <ul style="list-style-type: none"> <li>○ Contact details for people as part of a group administered by WG</li> </ul>	D	2 Years (or equivalent*)	* Based on the term of the membership (i.e. if the membership runs for 2 years before needing to be renewed, then contact details will be kept for the duration of that membership but then be destroyed). This should be adjusted according

				to the term of the specific group / membership.
24.4	Dealing with the media and the public: <ul style="list-style-type: none"> <li>○ Press releases</li> <li>○ Press reports digests</li> <li>○ Correspondence with branches of the media</li> </ul>	D	7 Years	
24.5	Dealing with the media and the public: <ul style="list-style-type: none"> <li>○ Press cuttings</li> </ul>	D	1 Month	
24.6	Dealing with the media and the public: <ul style="list-style-type: none"> <li>○ Operational notes (notices to press about forthcoming events or conferences)</li> </ul>	D	3 Months	
24.7	Dealing with the media and the public: <ul style="list-style-type: none"> <li>○ Press conference reports / previews</li> </ul>	D	3 Years	
24.8	Internal Information and Records: <ul style="list-style-type: none"> <li>○ Policy and administrative records</li> <li>○ Handbooks and Guides to media / public relations</li> </ul>	R	20 Years	Possible long-term business need
24.9	Internal Records: <ul style="list-style-type: none"> <li>○ Correspondence with branches of the media</li> </ul>	D	7 Years	

	o Reports on media/public relations			
24.10	Image Library Records	R	20 Years	<p>Possible long-term business need</p> <p><b>NB</b> - Non WG copyright material should <u>not</u> be stored on WG systems beyond the terms of the agreement</p>

## PART 25: ALLEGATIONS AND COMPLAINTS

Ref No	Description of Information and Records	Disposal Action	Recommended Retention	Comments & References
25.1	<p>Allegations and investigations into allegations of abuse</p> <ul style="list-style-type: none"> <li>○ Allegations</li> <li>○ Investigations</li>   <li>○ Evidence supplied to a Public Inquiry (see also Part 27: Potential Historical Value)</li> </ul>	<p>R</p> <p>A</p>	<p>20 Years</p> <p>20 Years</p>	<p>Recommendations set out in IICSA Final Report (Oct 2022): “records about child sexual abuse and allegations of child sexual abuse to be kept for 75 years, with appropriate review periods”.</p> <p>Review will take place after 20 years, but records could potentially be kept for 75 years.</p> <p>Historically significant. Offer to Place of Deposit</p>
25.2	<ul style="list-style-type: none"> <li>○ Policy Statements</li> <li>○ System Handbook / Guide</li> </ul>	R	20 Years	Possible long-term business need
25.3	Minutes of meetings of Complaints Committee, Service Standards Team, etc.	D	10 Years	

25.4	Surveys	D	3 Years	
25.5	Case records: <ul style="list-style-type: none"> <li>o Precedents</li> </ul>	R	20 Year	Possible long-term business need
25.6	Case Records: <ul style="list-style-type: none"> <li>o Investigations transferred to the Public Services Ombudsman for Wales (PSOW)</li> <li>o Register of Complaints</li> </ul>	D	10 Years	
25.7	Case records: <ul style="list-style-type: none"> <li>o Statistical reports</li> </ul>	D	5 Years	
25.8	Case records: <ul style="list-style-type: none"> <li>o Enquiries</li> <li>o Internal Resolutions (investigations resolved internally and not passed on to the PSOW)</li> <li>o Reports on particular complaints or on categories of complaints</li> </ul>	D	3 Years	
25.9	Reviews: <ul style="list-style-type: none"> <li>o Correspondence and papers</li> </ul>	D	10 Years	

25.10	Reviews: <ul style="list-style-type: none"><li>○ Reports</li></ul>	D	3 Years	
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## PART 26: FREEDOM OF INFORMATION

Ref No	Description of Information and Records	Disposal Action	Recommended Retention	Comments & References
26.1	<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"> <li>○ Retention and Disposal Policy</li> <li>○ Documents on the organisation's FoI policy</li> <li>○ Case Records which lead to the development of precedents and best practice</li> </ul>	R	20 Years	<p>Possible long-term business need</p> <p>May have historical value. Consider for permanent preservation.</p>
26.2	<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	
26.3	<p>Access Status Records:</p> <ul style="list-style-type: none"> <li>○ Statistical data about the number of requests answered and their outcomes etc.</li> </ul>	R	20 Years	<p>Possible long-term business need</p> <p>Stats data to be published as part of publication scheme</p>

	<ul style="list-style-type: none"> <li>o Details of what access decisions have been taken, especially redacted documents which have been released</li> </ul>			
26.4	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</p>

				Act Awareness Guidance Number 8 Version 2, Updated 9 August 2006).
26.5	Records of any financial transactions	See Part 2	See Part 2	

## PART 27: HERITAGE AND ANCIENT MONUMENTS (INCLUDING CADW RECORDS)

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

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

	<ul style="list-style-type: none"> <li>○ Re-Surveys</li> <li>○ Spot Listings</li> <li>○ Successful</li> <li>○ Unsuccessful</li> </ul>	D	3 Years	
27.9	<p>Listed Buildings:</p> <ul style="list-style-type: none"> <li>○ Policy</li> </ul>	A	20 Years	Offer to a Place of Deposit (i.e. TNA)
27.10	<p>Monuments:</p> <ul style="list-style-type: none"> <li>○ Admissions</li> <li>○ Educational Use</li> <li>○ Events Held</li> <li>○ Guardianship</li> <li>○ Maintenance Programme</li> <li>○ Scheduling Policy</li> <li>○ Inspectorate</li> </ul>	D	5 Years	Possible long-term business need
		R	20 Years	
27.11	<ul style="list-style-type: none"> <li>○ Royal Commission on the Ancient and Historical Monuments of Wales (RCAHMW)</li> </ul>	R	20 Years	Possible long-term business need

	<ul style="list-style-type: none"> <li>○ Sites of Special Scientific Interest (SSSIs)</li> <li>○ Town Schemes and Town Scheme Partnerships (TSP)</li> </ul>			
27.12	Tourist Organisations	D	5 Years	
27.13	Parks and Gardens	A	20 Years	Offer to a Place of Deposit (i.e. RCAHMW)
27.14	Properties in Care of Cadw	A	Retain Permanently	To be retained by WG
27.15	Underwater Archaeology: <ul style="list-style-type: none"> <li>○ Policy</li> </ul>	A	20 Years	Offer to a Place of Deposit (i.e. TNA)
27.16	Underwater Archaeology: <ul style="list-style-type: none"> <li>○ Reports</li> </ul>	A	Retain Permanently	To be retained by WG
27.17	Wrecks: <ul style="list-style-type: none"> <li>○ Protection</li> <li>○ Receiver of Wrecks</li> <li>○ Recording of Wrecks and Maritime Sites</li> </ul>	A	Retain Permanently	To be retained by WG

## PART 28: POTENTIAL HISTORICAL VALUE

Ref No	Description of Information and Records	Disposal Action	Recommended Retention	Comments & References
28.1	<p>New Policy</p> <p>This includes the records documenting the development, modification, formal acceptance and dissemination of new Welsh Government policies or procedures.</p>	A	20 Years	Offer to a Place of Deposit
28.2	Major Events / Issues (e.g. E.Coli, flooding, etc.)	A	20 Years	Offer to a Place of Deposit
28.3	<p>Public Inquiries</p> <ul style="list-style-type: none"> <li>○ Key evidence provided by WG to an Inquiry</li> <li>○ Material examined for relevance to the Inquiry, or retained by means of a Moratorium whilst the Inquiry is on-going, but NOT submitted to the Inquiry</li> </ul>	A	<p>20 Years</p> <p>To revert to its original retention once the Public Inquiry has concluded and/or any Moratorium has been lifted</p>	Offer to a Place of Deposit
28.4	Welsh Government Decision Reports	A	20 Years	Offer to a Place of Deposit

28.5	Major Welsh Government committees: <ul style="list-style-type: none"> <li>○ WG Board</li> <li>○ Strategic Delivery &amp; Performance Board</li> <li>○ Business Group</li> <li>○ Operations Group</li> <li>○ Cabinet and any Cabinet Sub Committee (e.g. Cabinet Sub Committee on EU Transition)</li> <li>○ EAAC</li> <li>○ Transport</li> <li>○ Health etc.</li> </ul>	A	20 Years	Offer to a Place of Deposit
28.6	Key Planning Information and Surveys	A	20 Years	Offer to Place of Deposit
28.7	Commissioned Research Papers	A	20 Years	Offer to Place of Deposit
28.8	Welsh Language Policy Development	A	20 Years	Offer to Place of Deposit
28.9	Published Assembly Government information	A	20 Years	Offer to Place of Deposit

## PART 29: INFORMATION AND RECORDS MANAGEMENT

Ref No	Description of Information and Records	Disposal Action	Recommended Retention	Comments & References
29.1	Information Management (Record Keeping) – Records relating to the control of information and record keeping systems	R	20 Years	Possible long-term business need
29.2	Information Management (Record Keeping) - Documentation of a series of records / background information relating to a series (i.e. “Zero Files” or “Build History Files”). <ul style="list-style-type: none"> <li>○ Series from which records have been transferred to TNA or a Place of Deposit</li> <li>○ 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</li> <li>○ Series where all records have been destroyed</li> </ul>	A  D	Retain Permanently  After last record in series has been destroyed	To be retained by WG
29.3	Schedules of information/records loaned to other organisations	D	Until disposal of the records covered	
29.4	Documentation on applications by the Welsh Government for variations to the 20 Year Rule	D	2 Years	Retention begins after variation has lapsed

29.5	<p>Applications to the TNA Advisory Council:</p> <ul style="list-style-type: none"> <li>○ Retention of information/records under section 3(4) of the Public Records Act 1958 and related correspondence (i.e. a Retention Instrument)</li> <li>○ Closure / redaction of information/records for reasons of sensitivity under the Freedom of Information Act exemptions.</li> </ul>	D	10 Years	
29.6	Documentation relating to the disclosure status of information/records under Fol	R	20 Years	Possible long term business need
29.7	<ul style="list-style-type: none"> <li>○ Information Surveys</li> <li>○ Information/Record Audits</li> <li>○ Registry Inspections</li> </ul>	D	5 Years	
29.8	Internal Publications	D	When superseded	
29.9	<p>Disposals:</p> <ul style="list-style-type: none"> <li>○ Disposal Schedules</li> <li>○ Review Lists, including information from systems such as DRUID</li> <li>○ Lists, Certificates, Docket Books or Databases of Records Destroyed</li> </ul>	A	Retain Permanently	To be retained by WG

29.10	Disposals:  Correspondence and documentation relating to the compilation of disposal schedules	D	10 Years	
29.11	Copies of catalogues/lists of information and records transferred to TNA or other place of deposit	D	5 Years	
29.12	Retrieval of information and/or records from TNA or other place of deposit	D	2 Years	
29.13	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	
29.14	Storage:  Security of information and records	D	5 Years	
29.15	Storage:  Records of tracking and location systems as well as finding aids	D	When system superseded	
29.16	Storage:  <ul style="list-style-type: none"> <li>○ Information and records relating to the use of on-site storage areas</li> <li>○ Information and records relating to the retrieval of records from off-site storage</li> </ul>	D	10 Years	

29.17	<p>General Management:</p> <ul style="list-style-type: none"> <li>○ Information and records relating to the development, implementation and review of information management policy</li> <li>○ Guides, manuals and instructions on the management of information and records</li> </ul>	R	20 Years	Possible long-term business need
29.18	<p>Risk Management:</p> <ul style="list-style-type: none"> <li>○ Risk Register relating to the Information Management function.</li> </ul>	D	7 Years	
29.19	<p>Security:</p> <ul style="list-style-type: none"> <li>○ 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.</li> </ul>	R	20 Years	Possible long-term business need
29.20	<p>Control:</p> <ul style="list-style-type: none"> <li>○ Information and records relating to administrative and operating arrangements for library services.</li> </ul>	D	10 Years	
29.21	<p>Intellectual Property – Copyright:</p> <ul style="list-style-type: none"> <li>○ Information and records relating to Welsh Government Crown Copyright.</li> </ul>	A	Retain Permanently	To be retained by WG

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

## PART 30: DATABASES, WEBSITES, MICROSOFT 360 PLATFORMS 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 and Microsoft 360 workspaces and applications.

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
30.1	<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"> <li>○ Audit</li> <li>○ Business Governance</li> <li>○ Communications, Publications &amp; Promotions</li> <li>○ Estate &amp; Facilities Management</li> <li>○ Financial Management</li> </ul>		See relevant section of this Schedule for retention values for individual files held on iShare	

	<ul style="list-style-type: none"> <li>○ Government Business</li> <li>○ Human Resources Management</li> <li>○ Information &amp; Systems Management</li> <li>○ Legal Advice</li> <li>○ Legislation Development</li> <li>○ Moveable Assets Management</li> <li>○ Policy Development &amp; Regulation</li> <li>○ Procurement</li> <li>○ Programme &amp; Project Management</li> <li>○ Public Honours</li> <li>○ Public Inquiries</li> <li>○ Research, Statistics &amp; Intelligence</li> <li>○ Security &amp; Emergency Planning</li> <li>○ Service Delivery</li> <li>○ Working with Stakeholders</li> </ul> <p>From 2017 a new Business File Plan was introduced, organised by business area:</p> <ul style="list-style-type: none"> <li>○ ESNR</li> <li>○ ESNR – Corporate Procurement Services</li> <li>○ EPS</li> <li>○ FMCO</li> <li>○ HSS</li> <li>○ TUS</li> </ul>			
30.2	<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</p> <p>Websites have been captured from 2006 onwards.</p>
30.3	Microsoft One Drive	D	12 Months	This is a temporary storage area. Retentions is 12 months from last modification, and any business-critical information must be moved to iShare.
30.4	Microsoft OneNote	D	12 Months	If a section of OneNote is not updated within the rolling 12-month period, it will be destroyed.
30.5	Microsoft Teams - Chats	D	10 days	<p>Messages in chats will be deleted after 10 working days. If no new posts are added to a chat, the whole chat will automatically delete after 10 working days.</p> <p>Business critical information from chats should be summarised and saved to iShare</p>
30.6	Microsoft Teams - Channels	D	9 months	<p>Posts in channels are deleted after 9 months. Documents saved in Teams storage also have a 9-month retention.</p> <p>Business critical information from channels should be saved in iShare.</p>

30.7	Microsoft Forms	D		All surveys should be deleted in Forms when completed and results saved to iShare if required for business use.
30.8	<p>Creative Services (Intranet) relating to internal graphic design, film production, photography and podcasts.</p> <ul style="list-style-type: none"> <li>○ Raw film footage and project files (only the final edited copies to be retained after this period)</li> <li>○ Final edited copies and associated files</li> <li>○ Final edited copies and associated files retained beyond the initial 5 year period due to on-going relevance</li> </ul>	D	3 Years (without consultation)	<p>Retention periods begin from date of creation.</p> <p>These areas of work produce files that require a large storage capacity and faster file saving and sharing than can be achieved through the corporate iShare solution.</p>
		R	5 Years	<p>Files will be reviewed on a quarterly basis by Creative Services. Initial review to include consultation with the creating team to assess on-going relevance to the business. Follow up review to be carried out by Discovery &amp; Appraisal team against Operational Selection Policy for any historical value.</p>
		R	10 Years	<p>Files will be reviewed on a quarterly basis by Creative Services. Review to be carried out by Discovery &amp; Appraisal team against Operational Selection Policy for any historical value.</p>

**PART 31: PLANNING AND ENVIRONMENT DECISIONS WALES (PEDW)**

Ref No	Description of Information and Records	Disposal Action	Recommended Retention	Comments & References
31.1	Casework	D	1 Year	For hardcopy files: corresponding decisions will be kept in digital format. Physical casefiles will be destroyed when disposal is triggered.
31.2	Sealed orders	D	5 Years	Case also has digital records. Legislative requirement for sealed order in paper format. Decision that will trigger closure of file will be ink amendments on paper. After decision is made, the paper record will be digitised in-house. The paper original will be returned to the order making authority, and the digital copy will be kept for five years in line with retention policy.
31.3	Case Decision Inspector Notes	D	3 Months	
31.4	Day-to-Day Business Management: <ul style="list-style-type: none"> <li>○ Office Administration</li> <li>○ Welsh Language Administration</li> <li>○ Complaints</li> </ul>	D	10 Years	

	<ul style="list-style-type: none"> <li>○ Decisions and Recommendations</li> <li>○ Risks and Fraud Management</li> <li>○ Strategic Plan 2020-2024</li> <li>○ Inspector Training</li> <li>○ Site Visit and Event Charting</li> <li>○ Planning and Environmental Assessment and Advice</li> </ul>			
31.5	Stakeholders Working Agreements	D	5 Years	
31.6	Finance	D	7 Years	
31.7	Environmental and Freedom of Information Requests	D	15 Years	