

### Retention Schedule - Governance - Regulatory Services

May 2018

**Note: This Retention Schedule applies to all data held in any format (i.e. paper, electronic, microfiche etc)**

Service	Function	Document Description	Retention Period
Governance	Regulatory Services	PACE notebooks	CY+ 6 years
Governance	Regulatory Services	Staff files Application forms Contracts Meeting minutes Correspondence Disciplinary procedures	Employment + 6 years Except superannuation information
Governance	Regulatory Services	Ombudsman	6 years after case closes.
Governance	Regulatory Services	FOI Correspondence	Current year
Governance	Regulatory Services	Contracts	Contracts under Seal 12 years from contract completion date Contracts not under seal 6 years from contract completion date
Governance	Regulatory Services	Unsuccessful tenders and quotations	4 years from the award of the contract
Governance	Regulatory Services	Fees and charges: Charges for service	Until superseded + 1 year
Governance	Regulatory Services	Recruitment applications (unsuccessful candidates)	6 months
Governance	Regulatory Services	Attendance at training  Continuous Professional Development [CPD] Training records  Post entry training	CY + 1 year  Add to personnel file and destroy 6 years after employment ends 6 years after employment ceases  2 years after completion of qualification/course