

## Retention Schedule - Governance - Corporate 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	Corporate Services	Business Continuity Corporate Plan	7 years
Governance	Corporate Services	Business Continuity Service Plans	7 years
Governance	Corporate Services	Business Continuity BIAs	7 years
Governance	Corporate Services	Business Continuity supporting documents / papers	7 years
Governance	Corporate Services	Business Plans	Current + 6 years
Governance	Corporate Services	Complaints correspondence and papers including investigation/final reports	Current year plus 6
Governance	Corporate Services	Complaint booklets - service and member	Electronic and hard copies - current version only
Governance	Corporate Services	Member complaints	Retained on Iken for 3 years – documentation held elsewhere to be destroyed after 6 months
Governance	Corporate Services	Comments general enquiries	3 years
Governance	Corporate Services	Compliments	Current year
Governance	Corporate Services	Data Protection Requests	Current year + 1
Governance	Corporate Services	Emergency Planning - Plans	Electronic and hard copies - current version only
Governance	Corporate Services	Emergency Planning - records relating to incidents	Indefinite
Governance	Corporate Services	Tests and exercise info	6 years
Governance	Corporate Services	Employment Management Requests	Indefinitely
Governance	Corporate Services	Equalities Policy & Objectives	Current version + previous
Governance	Corporate Services	Equalities - general enquiries	3 years
Governance	Corporate Services	Freedom of Information Requests	Current year + 4
Governance	Corporate Services	Governance Assurance Statement	Current + 4
Governance	Corporate Services	ICO DP Registration	Hard copy - current year
Governance	Corporate Services	Insurance claims records and correspondence - Non housing	6 years. (End of year 6 years after claim closure)
Governance	Corporate Services	Insurance claims records - Housing	Until claim settled + 1 year
Governance	Corporate Services	Insurance incident reports	6 years. (End of year 6 years after claim closure)
Governance	Corporate Services	Claims made against the Council by officers / third party	6 years from the date claim settled
Governance	Corporate Services	Claims made by the Council against third parties	6 years from the date claim settled

Governance	Corporate Services	Premium renewal data	Kept until after next retendering exercise.
Governance	Corporate Services	Premium payment data	6 years after payment
Governance	Corporate Services	Insurance Policies	Liability policies - indefinite. Other policies 6 years.
Governance	Corporate Services	Employers Liability Policy	40 years from the date the policy expires
Governance	Corporate Services	Vehicle claims	Lease period of car + 1 year Third party claims 6 years
Governance	Corporate Services	Insurance - vehicle claim where 3rd party injured	6 years. (End of year 6 years after claim closure)
Governance	Corporate Services	Contractor insurance policies	6 years from date policy ends
Governance	Corporate Services	Job Evaluation Reviews	Indefinitely
Governance	Corporate Services	MFD Reports	Current year + 2
Governance	Corporate Services	NAFN telecoms applications	7 years from date that the case is concluded
Governance	Corporate Services	National Fraud Initiative	Current set of data
Governance	Corporate Services	Performance Reports	Working papers current year + 2. All reports indefinitely on Mod Gov
Governance	Corporate Services	RIPA applications	7 years from date that the case is concluded
Governance	Corporate Services	Risk Register	
Governance	Corporate Services	Risk Assessments	Current version
Governance	Corporate Services	Service Plans	Current + 6 years