

Retention Schedule - EK Audit Partnership**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
Shared Service	EK Audit Partnership	Correspondence	3 years
Shared Service	EK Audit Partnership	Final Audit reports, including Terms of Reference	5 years
Shared Service	EK Audit Partnership	Manuals and guides relating to departmental procedures	When superseded
Shared Service	EK Audit Partnership	Programmes/plans/strategies	Current year + 6
Shared Service	EK Audit Partnership	Report papers used in the course of a fraud investigation	5 years after legal proceedings have been completed
Shared Service	EK Audit Partnership	Working papers	2 years