

VOSA RECORDS MANAGEMENT DISPOSAL SCHEDULE:

001 Corporate Processes		
001	Policy	25 Years
002	Business Administration	5 years
003	Audit - Reports - System	7 years
004	Audit - Reports - Health Checks	7 years
005	Audit - Reports - Irregularities & Special Investigations	7 years
006	Audit - Policy	5 years
007	Consultancy Services - Reports	7 years
008	Consultancy Services - Policy	7 years
009	Annual Reports	7 years
010	Private Secretary's Office/Parliamentary Questions	7 years
011	Parliamentary Commissioner for Administration	25 Years
012	Complaints - Legal	10 years
013	Complaints - External	10 years
014	Appeals	5 years
015	Legal	5 years
016	Effectiveness Reports	5 years
017	DVO Group	25 Years
018	Total Quality	5 years
019	Framework Documents	25 Years
020	Legislation	25 Years
021	Liaison with Industry	5 years
022	Consultation with Government	10 years
023	Interdepartmental Communications	5 years
024	VI Management - Directors Meetings (All Papers)	10 years
025	External Personal Injury Claims	7 years
026	Historical Documents	25 Years
027	Dealings with Sister Organisations	10 years
028	VOSA Management Board Meetings	10 years
029	Programmes	25 Years
030	Projects	10 years
031	Sustainable Development	10 years
002 Traffic Enforcement & Roadworthiness		
001	Policy	25 Years
002	Memorandum of Agreement	12 years
003	Customer Reports	5 years
004	Tachographs	5 years
005	Drivers Hours	5 years
006	Speed Limiter	5 years
007	Driver Licensing	5 years
008	Authorised Driving Examiner Enforcement	5 years
009	Operator Licensing	5 years
010	Light Goods Vehicles	5 years
011	Weighing	5 years
012	Vehicle Excise Duty	5 years
013	Heavy Goods Vehicles	5 years
014	Public Service Vehicles	5 years
015	Foreign Vehicle Enforcement	5 years
016	Liaison with Industry	5 years

017	Legislation	25 Years
018	Dealings with Other Enforcement Agencies	10 years
019	Instruction Manual Development Papers	20 years
020	Operational Support	5 years
021	ANPR	5 years
022	Digital Tachographs	5 years
023	Impoundings	5 years
024	Projects	10 years
025	ANPR - USB Keys	1 Year
003 Testing		
001	Policy	25 Years
002	Goods Vehicles	5 years
003	Class IV, V and VII	5 years
004	Public Service Vehicles	5 years
005	Customer Service Initiatives	5 years
006	Single Vehicle Approval	5 years
007	ADR (Carriage of Dangerous Goods)	5 years
008	TIR (Carriage of Goods Sealed for Customs Purposes)	5 years
009	ATP (Carriage of Perishable Goods)	5 years
010	Tempo 100	5 years
011	Reduced Pollution Vehicles	5 years
012	Designated Premises	5 years
013	Liaison with Industry	5 years
014	Legislation	25 Years
015	Dealings with Other Testing / Standards Agencies	10 years
016	Operational Support	5 years
017	VIC	5 years
018	Motorcycle Single Vehicle Approval	5 years
019	Instruction Manual Development Papers	20 years
020	Technical Data (PSV) including Type Approval	25 Years
021	SVA Test Registers	18 months
022	Damage Claims	10 years
023	Technical Data (HGV) including Type Approval	25 Years
024	Technical Data - Trailers	25 Years
025	Taxi's, Hackney Carriages, Private Hire Vehicles	25 Years
026	Projects	10 years
004 MOT Scheme		
001	Policy	25 Years
002	Memorandum of Agreement	12 years
003	Computerisation	10 years
004	Equipment - Policy	25 Years
005	Testing Equipment	5 years
006	Special Notices	25 Years
007	Liaison with Industry	5 years
008	Legislation	25 Years
009	Instruction Manual Development Papers	20 years
010	Lord Chancellors Instrument Authorisation	99 Years
011	Operational Support	5 years
012	Appeals	5 years
013	Correspondence with Public	5 years
014	Dealings with Other Enforcement Agencies	10 years

015	Projects	10 years
016	MOT Comp (Papers required for extended period)	25 Years
017	Targeted Risk Based Enforcement	5 years
005 Health and Safety		
001	Policy	25 Years
002	Accident Reporting	10 years
003	Contingency Plans	5 years
004	First Aid	5 years
005	Health Guidance	5 years
006	Risk Assessment	10 years
007	Safety Procedures	10 years
008	H&S - Meetings (Minutes, Agendas & other Correspondence)	5 years
009	H&S - Training - Information and Correspondence	5 years
010	H & S - Reports and Statistics	5 years
011	Security Policy Issues	25 Years
012	Long Term Health Risk Issues	25 Years
013	Projects	10 years
006 Standards		
001	Policy	25 Years
002	Quality Assurance	5 years
003	Monitoring	5 years
004	Research and Development	25 Years
005	Projects	10 years
007 Operational Support		
001	Policy	25 Years
021	Intelligence Units - Correspondence & Information	5 years
023	Prosecution and Legal Services	5 years
024	PLS (Legal Services Contractors)	12 years
027	Vehicle Safety - Correspondence - General	10 years
028	Vehicle Safety - Correspondence - Named Manufacturers	10 years
029	Vehicle Safety - Accidents	10 years
030	Vehicle Safety - Defects	10 years
031	Vehicle Safety - Recalls	10 years
032	Facilities	10 years
033	Facilities - Test Stations - Infrastructure & Equipment (Non Air)	25 Years
034	Facilities - Test Stations (Compressed Air)	25 Years
035	Facilities - Contract Information and Payment Records	12 years
036	Facilities - Equipment	25 Years
037	Facilities - SVA	25 Years
038	Facilities - VIC	25 Years
039	Facilities - Mobile Weighpads	25 Years
040	Facilities - Weighbridges / Weighpads (Equipment)	25 Years
041	Vehicle Research Projects	5 years
042	Provision of Training Overseas	25 Years
043	Projects - Facilities	10 years
044	Facilities - Weighbridge / Weighpads - Information	7 years
008 Human Resources		
001	Policy	25 Years
002	Recruitment & Selection	5 years
003	Pay Strategy	20 years
004	Employment Law	10 years

005	Procedures	5 years
006	People Strategy and Development	5 years
007	Investors in People	5 years
008	Legislation	25 Years
009	Interdepartmental Communication	5 years
010	Job Evaluations	12 years
011	Projects	10 years
009 Employee Relations		
001	Policy	25 Years
002	Trade Unions	10 years
003	Internal Communications	5 years
004	Projects	10 years
010 Estate Management		
001	Policy	25 Years
002	Test Stations	10 years
003	Weighbridges & Weigh Pad Sites	10 years
005	Contracts & Contractors	12 years
006	Accommodation	10 years
007	Environmental Issues	7 years
008	Security	10 years
009	Legislation	25 Years
010	Interdepartmental Communication	5 years
011	Berkeley House - Accommodation Tasks	5 years
012	Training Centre (Bristol) - Accommodation Tasks	5 years
013	Berkeley Annexe - Accommodation Tasks	5 years
014	Licences	7 years
015	Projects	10 years
016	Utilities / Services	10 years
011 Information Technology		
001	Policy	25 Years
002	Systems	10 years
003	Infrastructure Management	10 years
004	Strategy	10 years
005	Systems Development	10 years
006	Telecommunications	10 years
007	IT Security	10 years
008	Interdepartmental Communication	5 years
009	Projects	10 years
012 Commercial Projects		
001	Policy	25 Years
002	Projects	10 years
013 Training		
001	Policy	10 years
002	Courses	5 years
003	Interdepartmental Communication	5 years
004	Quality Control (Training Facilities and Trainers)	5 years
005	Administration / Support	7 years
006	Training Venues	10 years
007	Projects	10 years
014 Finance and Business Information		
001	Annual Accounts	7 years

002	Business Reports	7 years
003	Management Accounts	7 years
004	Financial Accounts	7 years
005	Budgets	7 years
006	Fees & Charges	7 years
007	Outturn	7 years
008	Monitoring	7 years
009	Monthly Reports	7 years
010	Customer Accounts	7 years
011	Bill Payments	7 years
012	Travel & Subsistence	7 years
013	Forms	5 years
014	Records and Information Management	5 years
015	Policy	25 Years
016	Sundry External Income	7 years
017	Tax Issues	7 years
018	Interdepartmental Communication	5 years
019	Information Security	5 years
020	Pay, Overtime and Pensions	7 years
021	Refunds	7 years
022	Record Amendments	7 years
023	Record Amendments (Legacy and Those outside the normal series)	7 years
024	Projects	10 years
025	Information Access - DPA / FOI / EIR	5 years
026	Financial Administration & Information (Non Policy)	7 years
027	Fiscal Records (By Financial Year)	7 years
028	Operational Income	7 years
015 Planning		
001	Corporate	25 Years
002	Annual Business Plan	10 years
003	Groups	5 years
004	Planning Processes	5 years
005	Projects	10 years
016 Procurement		
001	Policy	25 Years
002	Procedures	5 years
003	Local Purchasing	7 years
004	Contracts (Outside of Number Series)	12 years
005	Contracts	12 years
006	Procurement Cards	7 years
007	Unsuccessful Tender Documents / Expressions of Interest	1 Year
008	Projects	10 years
009	Expressions of Interest - Unsuccessful Tenders	18 months
010	Authorised Testing Facilities (ATF) Contracts	5 years
017 Public Relations and Information		
001	External Communications	5 years
002	Policy	25 Years
003	Charter Mark	10 years
004	Consumer Focus	5 years
005	Customer Surveys	5 years
006	Publications	5 years

007	Projects	10 years
018 Business Travel		
001	Official Vehicles	7 years
002	Car Hire	5 years
003	Policy and guidance	10 years
004	Fleet Upkeep Information	7 years
005	Projects	10 years
006	Disposal of VOSA Vehicles	7 years
019 International Vehicle Authorisation		
001	Policy	25 Years
002	Claims for Compensation	7 years
003	Permits	5 years
005	Correspondence and Agreements with Foreign Countries	10 years
006	European Council of Ministers for Transport (ECMT) - Correspondence and meetings	12 years
007	Certificate of Keeper	25 Years
020 Operator Licensing		
001	Policy	25 Years
002	Procedures GVOL	10 years
003	Procedures PVOL	10 years
004	Traffic Commissioners	10 years
005	Legislation	25 Years
006	Disciplinary Procedures	10 years
007	Operational Support	5 years
008	Dealings with Other Enforcement Agencies	10 years
009	Projects	10 years
021 Bus Registrations		
001	Policy	25 Years
002	Legislation	25 Years
003	Procedures	10 years
004	Projects	10 years
022 Estates Building Records		
001	Building Files - GVTS	99 Years
002	Site History - GVTS	25 Years
003	Major Maintenance - GVTS	12 years
004	Tasks - GVTS	7 years
005	Plans - GVTS	99 Years
006	RSD Tasks	7 years
007	Utilities	7 years
008	Modernisation	15 years
009	Licence's and Information	5 years
010	Legacy Files - Weighbridge / Weighpad Sites	25 Years
011	Building File - Weighbridge / Weighpad Sites	99 Years
012	Site History - Weighbridge / Weighpad Sites	25 Years
013	Major Maintenance - Weighbridge / Weighpad Sites	12 years
014	Tasks - Weighbridge / Weighpad Sites / Sector Offices	7 years
015	Plans - Weighbridge / Weighpad Sites	99 Years
016	Legacy Files - Test Stations	25 Years
017	Building Files - Offices	99 Years
018	Site History - Offices	99 Years
019	Major Maintenance - Offices	12 years
020	Tasks - Offices	7 years



Vehicle & Operator Services Agency

021	Plans - Offices	99 Years
022	Legacy Files - Offices	25 Years
023 Leavers		
001	E-Mails	5 years
002	Personal Drive	5 years
024 Security		
001	Policy	25 Years
002	Vetting Procedures and Information	20 years
003	Accreditation	10 years
004	Physical Security	10 years
005	Departmental Advice & Guidance	10 years
006	Procedures - Information	5 years
007	Procedures - Physical	5 years
008	Security Breaches	5 years
009	Security Meetings	5 years
010	Personal Security	10 years
011	Standards Compliance	10 years
012	Information Security	10 years
013	Procedures - Personal Security	5 years
025 Vehicle Safety		
001	Accident Reports	21 years
002	Defect Reports	21 years
003	Recall's	21 years
004	Projects	10 years
005	Legacy Defect Reports	21 years
006	Legacy Accident Reports	21 years
007	Legacy Recall	21 years