



Records Management Policy

Business Area: Assurance Services

Version: 4.0

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Document Control

Document Version History

Date	Version	Author	Comments
22/01/2018	0.1		Due to historical live policy versions being allocated draft version numbers and a significant policy re-write the draft version number has been reset to v0.1.
10/05/2018	0.2		Internal SLC review by Legal team.
18/05/2018	1.0		Published version
29/01/2019	1.1		Update to new template. No content change
26/04/2019	2.0		Published to live after annual review
16/05/2019	2.1		Internal SLC review by Legal team.
21/05/2020	2.1		Reviewed and updated to Records Management Policy
26/11/2020	3.0		Published version
18/12/2020	3.1		Slight update made to policy
June 2021	3.2		Dual review with Accreditor/Deputy DPO. Risk Appetite Alignment statement added. Minor updates to Appendix 1
June 2022	3.3		Dual review with Accreditor/Deputy DPO Updates to Appendix 1 Update to Risk Appetite Alignment statement
22/06/2023	3.4		Dual review with Accreditor/Deputy DPO Updates to Appendix 1
04/07/2023	3.5	Dean Robinson	1.2 – Update to Risk Language 1
04/07/2023	4.0	Dean Robinson	Baselined following approval

Review and Approval Register

Note: RACI = R- Responsible, A- Accountable, C-Consulted, I-Informed

Name	Position	RACI Role
Gary Womersley	Company Secretary/Head of Assurance Services (Data Protection Officer/Senior Information Risk Officer)	A
	Information Governance & Assurance Manager (Accreditor and Deputy DPO)	R
	Information Governance Officer – Records Manager Lead Responsible person for this document.	C
	Information Security Governance & Compliance Manager/ Deputy SIRO	C
	Senior Manager – Legal & Compliance	C
	Enterprise Risk & Compliance	C

***NB: names of staff other than DPO have been removed under section 40(2) of the Freedom of Information Act 2000**

Update Schedule

This document will be reviewed at least annually or whenever business requirements, legislation, regulations change.

Applicability

The requirements in this document apply to:

- All permanent, temporary and contract workers employed or engaged by SLC or any 3rd party organisations whilst at work or engaged on SLC business.

Compliance

- Any employee found to have violated these requirements could be subject to disciplinary action, up to and including termination of employment.
- At its sole discretion, SLC may require the removal from the service provision account any employee of a 3rd party organisation contractually engaged on SLC business who is found to have violated these Procedure requirements.

Contents

Document Control	2
Contents	4
1 Introduction	5
1.1 Purpose.....	5
1.2 Risk Appetite Alignment	5
1.3 Scope.....	6
1.4 Roles and Responsibilities	6
1.5 Statutory and Regulatory Environment	6
2 Definitions and Policy Principles	6
2.1 What is Records Management?	6
2.2 Key Drivers for Records Management	7
2.3 Definition of a Record.....	8
3 Records Retention	8
4 Related Documents	8
Appendix 1	9

1. Introduction

1.1 Purpose

- 1.1.1 This policy sets out the Student Loans Company Limited's (SLC) commitment to achieving standards in Records Management in line with best practice. It provides the framework within which staff manage the organisation's information. Specific standards, procedures and guidance ensure that records are managed and controlled effectively, and commensurate with legal, operational and information needs and in line with Stakeholder expectations.
- 1.1.2 This policy enables SLC to establish good practices around the handling of records, promoting a culture of awareness and improvement.
- 1.1.3 Records Management is vital to the delivery of SLC services, supporting delivery in an orderly, efficient and accountable manner. Effective Records Management enables SLC to have the right information at the right time to make the right decisions. Information including records within SLC are an important corporate asset.
- 1.1.4 This policy aims to ensure that records, whatever form they take, are accurate, reliable, ordered, complete, useful, up to date and accessible where needed to:
- carry out SLC business;
 - support SLC to achieve its business objectives and priorities and make informed decisions;
 - comply with relevant legislation; and
 - support corporate memory.

1.2 Risk Appetite Alignment

- 1.2.1 The requirements outlined within the Records Management Policy support mitigation of the following risk categories:

Level 1 Risk Category	Level 2 Risk Categories
Security	<ul style="list-style-type: none"> • Retention and disposal: risk of SLC data or information being compromised due to it being available or unavailable resulting in a retention or disposal issue.

- 1.2.2 Compliance with policy requirements ensures that SLC continues to operate within Risk Appetite which is:
- Overall, the Information Risk Appetite is **Cautious** in relation to the retention and disposal of information and data, ensuring that SLC's internal policies and

procedures align to regulatory and legislative requirements and are complied with in practice.

1.3 Scope

- 1.3.1 This policy, together with the associated standards and processes, applies to the management of all documents and records, in all electronic or physical formats, created or received by SLC in the conduct of its business activities.

1.4 Roles and Responsibilities

- 1.4.1 All SLC staff have a responsibility to ensure that SLC's records are managed in line with best practice and SLC policy and procedures. Staff have different roles in relation to managing records within SLC's Records Management Framework. These include:

- **Senior Information Risk Owner (SIRO)**
- **Data Protection Officer**
- **Information Risk Owner** (designated Accountable record owner)
- **Information Asset Owner** (designated Responsible record owner)
- **Assurance Services, Information Governance Compliance Team**
- **All staff, contractors and consultants**
- **Third Parties**

1.5 Statutory and Regulatory Environment

- 1.5.1 The legal and regulatory framework for Records Management is outlined below and includes;
- 1.5.2 Legislation regulated by the ICO:
- The Data Protection Act 2018 and the General Data Protection Regulation (GDPR)
 - The Freedom of Information Act 2000 (FOIA)
 - Privacy and Electronic Communication Regulations 2003
 - The Environmental Information Regulations 2004 (EIR)
- 1.5.3 Other related legislation:
- The Public Records Act 1958
- 1.5.4 Related guidance and codes of good practice:
- Section 46 Code of Practice (FOIA/EIR) – Part 1: Records Management
 - BS ISO15489 – Records Management
 - The National Archives Code of Practice on Records Management

2. Definitions and Policy Principles

2.1 What is records management?

- 2.1.1 Records Management is the systematic control and organisation of all types of records so that SLC have ready access to the information needed to meet

Records Management Policy (EXTERNAL) POL-20-150

strategic work objectives and legal responsibilities. All staff need to be able to find information when they need it and to store and share information so that it is available, where appropriate, for others to use.

2.2 Key Drivers for Records Management

2.2.1 Good Records Management is essential to ensure SLC can comply with its legislative responsibilities and act as a driver for business efficiency.

Effective management of records and information means:

- Obtaining information legally, fairly and only as needed, including personal, corporate and copyright information and making sure it is good quality and fit for purpose
- Organising information so SLC can locate it when it is needed
- Sharing and publishing information using an appropriate medium to support effective collaboration and dissemination
- Managing personal information about individuals responsibly and according to the law
- Keeping good records that account for SLC actions and decisions
- Disposing of information promptly when it is no longer needed
- Responding promptly and courteously to public requests for information (including Freedom of Information (FOI) requests)
- Ensuring that material of historical significance is identified and transferred to the appropriate National Archive as appropriate.

2.2.2 Poor records and information management creates risks for SLC, such as:

- Poor decisions based on inaccurate or incomplete information.
- Inconsistent or poor levels of service.
- Financial or legal loss if information required as evidence is not available or cannot be relied upon.
- Non-compliance with statutory or other regulatory requirements.
- Failure to handle confidential information with an appropriate level of security and the possibility of unauthorised access or disposal taking place.
- Failure to protect information that is vital to the continued functioning of SLC, leading to inadequate business continuity planning.
- Unnecessary costs caused by storing records and other information for longer than they are needed.
- Staff time wasted searching for records.
- Loss of reputation as a result of all the above, with damaging effects on public and stakeholder trust.

2.3 Definition of a Record

2.3.1 Records can be defined as “information created, received and maintained as evidence by an organisation or person in pursuance of legal obligations or in the transaction of business” (ISO 15489). In SLC, a record is defined as:

“any piece of information (document, email or other artefact) created or received and maintained by the organisation in the course of its business and is kept as evidence of an activity or transaction for the purposes of corporate memory (whether it is relevant for a short or long time or kept permanently by the organisation)”

2.3.2 Records are an essential resource and contain information which is unique and invaluable. They can be used as an audit trail as they provide evidence/proof of a specific activity.

2.3.3 Records come in electronic (including video and audio materials) and paper format. All types must be managed appropriately in terms of storage, accessibility and disposal.

3. Record Retention

3.1.1 SLC needs to ensure that it maintains appropriate provisions and controls around the retention of information. Retention must be defined in accordance with legal and/or business requirements. **Appendix 1: Retention Table** contains maximum or minimum retention periods for the main categories of information held.

4. Related Documents

4.1.1 This document forms an essential part of SLC’s overall policy framework and should be read in accordance with relevant related documents, including:

Document Description
Data Protection Policy
Freedom of Information Policy

Appendix 1 Retention Table

The table below contains maximum or minimum retention periods for the main categories of information held by SLC. SLC retains some historic data due to limitations of legacy record keeping systems. Such data is held in according to SLC's Information Security Policy and data will be deleted where appropriate as part of legacy system decommissioning.

Employee Data (Permanent & Fixed Term)

<u>Activity/Information</u>	<u>Description</u>	<u>Start of Retention</u>	<u>Retention Period</u>
Unsuccessful Recruitment Candidates	Personal Information	Last action on the applicant file	2 Years
	Application Forms & Supporting Documentation	Last action on the applicant file	2 Years
	Recruitment Vetting & Criminal Convictions	Last action on the applicant file	12 Months
	Identification Documents	Last action on the applicant file	3 Months
Successful Recruitment Candidates	Personal Information	Last action on the applicant file	6 Years
	Application Forms & Supporting Documentation	Last action on the applicant file	2 Years
	Recruitment Vetting & Criminal Convictions	End of Employment	6 Years
	Identification Documents (including Identification Documents of Foreign Nationals (ensuing from obligations to retain copies of documents used to perform immigration checks)).	End of Employment	6 Years
Employee Records	Employee Personal Details	End of Employment	6 Years

<u>Activity/Information</u>	<u>Description</u>	<u>Start of Retention</u>	<u>Retention Period</u>
	3 rd Party Emergency Contact Details provided by employee	End of Employment	6 Years
	Bank Account Details	End of Employment	6 Years
	Additional Personal Details (e.g., Religion, Ethnicity, Disabilities, Gender Identity)	End of Employment	6 Years
Employment File	Written Particulars of Employment	End of Employment	6 Years
	Personal Payroll History/Salary records (including record of pay, performance pay, overtime pay, allowances, pay enhancements, other taxable allowances, payment for untaken leave, reduced pay, maternity leave)	The end of the assessment tax/period to which the payments relate	6 Years
	Pensions Records	Date of Birth	100 Years
	Expenses Records	The end of the assessment tax/period to which the payments relate	6 Years
	Appraisals/Assessments	End of Employment	6 Years
	Annual Leave Records	End of Employment	6 Years
	Unpaid Leave Periods (Records of Maternity, Paternity, Adoption or Sick Leave)	Date of Birth	100 Years
	Statutory Maternity Pay Document	The end of the tax year in which the maternity pay period ends	6 Years

<u>Activity/Information</u>	<u>Description</u>	<u>Start of Retention</u>	<u>Retention Period</u>
	Complete Sickness Absences Record showing dates and causes of sick leave	End of Employment	6 Years
	Medical/Self Certificates	End of Employment	6 Years
	Health Referrals (including medical reports from doctors/consultants)	End of Employment	6 Years
	Health & Safety Records	The end of financial year to which the records relate	6 Years
	Death Benefit Nomination & Revocation Forms	From Leaving Employment	6 Years
	Staff Security Vetting Records	From Leaving Employment	6 Years
	Employee Training Records	From Leaving Employment	6 Years
	Employee Grievance Records	From Leaving Employment	6 Years
	Working Time Records	The end of the financial year to which the records relate	6 Years
	Employee Discipline Records	From Leaving Employment	6 Years
	Job History	From Leaving Employment	6 Years
	Redeployment, Redundancy & TUPE	From Leaving Employment	6 Years
Contingent Workers	Contingent Worker Record (name, address, contact details)	End of Employment	6 Years
Operational Records	HR Operational Records	Last Modified Date	2 Years

Customer Data

<u>Activity/Information</u>	<u>Description</u>	<u>Retention Period</u>
Applications (Where applications are abandoned, or no funding is provided)	<ul style="list-style-type: none"> • Applicant Record • Customer Funding & Previous Study Record • Customer Application • Health Information • Eligibility/Entitlement • Customer Account, Engagement & Supporting Information • Customer Information Provided to/from 3rd Parties • Parent/Guardian/Partner/Associated Party Information & Supporting Documentation for Applicants • Operational Artefacts • Voluntary Statistical Data • Payment & Fraud Investigations 	<p>Certain customer data is currently retained on an indefinite basis within SLC. SLC has other obligations to ensure that customer data is retained in line with a range of regulatory and business requirements. In certain circumstances SLC is required to keep data for a minimum length of time (e.g., financial information) and/or even the lifetime of the customer. For example:</p> <ul style="list-style-type: none"> • student support legislation obliges SLC to take into account any previous supported study to accurately determine an individual's entitlement to student support for any further study; and • student finance eligibility criteria requires that there are no arrears with any previous student loans.
Customer Record – Repayable Funding	<ul style="list-style-type: none"> • Core Customer Record • Customer Funding & Previous Study Record • Customer Application Record(s) • Health Information • Eligibility/Entitlement Assessment • Customer Account, Engagement & Supporting Information • Customer Information Provided to/from 3rd Parties 	As above

<u>Activity/Information</u>	<u>Description</u>	<u>Retention Period</u>
	<ul style="list-style-type: none"> • Financial Transactions & Payment Information (Customer Specific) • Loan Sales Records (Customer Specific) • Repayment/Deferment/Write-off Artefacts • Operational Artefacts • Voluntary Statistical Data • Payment & Fraud Investigations 	
Customer Record – Mortgage Style Loans	<ul style="list-style-type: none"> • Core Customer Record • Customer Application(s) • Financial Transactions & Payment Information (Customer Specific) • Deferments • Engagement with MSL Owners • Operational Artefacts • Repayment/Write-Off Records 	As above
Customer Record – Non-Repayable Funding (Grants – Disabled Student Allowance/Grants for Dependents)	<ul style="list-style-type: none"> • Core Customer Record • Customer Funding & Previous Study Record • Customer Application(s) • Health Information • Eligibility/Entitlement Assessment • Customer Account, Engagement & Supporting Information • Customer Information Provided to/from 3rd Parties • Financial Transactions & Payment Information (Customer Specific) • Service Provisions for Customers 	As above

<u>Activity/Information</u>	<u>Description</u>	<u>Retention Period</u>
	<ul style="list-style-type: none"> • Operational Artefacts • Voluntary Statistical Data • Payment & Fraud Investigations 	
Correspondence	<ul style="list-style-type: none"> • Customer Specific External Correspondence (Apply to Pay Phase of Customer Lifecycle) • Customer Specific External Correspondence (Repay Phase of Customer Lifecycle) • Customer Specific Internal Correspondence (Apply to Pay Phase of Customer Lifecycle) • Customer Specific Internal Correspondence (Repay Phase of Customer Lifecycle) 	As above
Parent/Guardian/Partner/Associated Party/Additional Contacts Information	<ul style="list-style-type: none"> • Parent/Guardian/Partner (Sponsor) Core Record • Parent/Guardian/Partner (Sponsor) Financial Information • Parent/Guardian/Partner (Sponsor) Dependents • Parent/Guardian/Partner (Sponsor) Declaration • Consent to Share • Power of Attorney • Additional Contacts • Operational Artefacts 	As above
Appeals	<ul style="list-style-type: none"> • Appeals Case Files • Operational Artefacts 	As above

<u>Activity/Information</u>	<u>Description</u>	<u>Retention Period</u>
Customer Complaints, Research & Feedback	<ul style="list-style-type: none"> Complaints & Feedback Case Files Operational Artefacts Customer Research (Customer Specific) Customer Research (Unattributable/Anonymous) Operational Artefacts 	As above
Counter Fraud	<ul style="list-style-type: none"> Counter Fraud Case Files Operational Artefacts 	As above

Corporate Management and Governance

<u>Activity/Information</u>	<u>Description</u>	<u>Start of Retention</u>	<u>Retention Period</u>
Statutory Books, Registers and Constitutional Records	<ul style="list-style-type: none"> Incorporation documents Companies House Correspondence Companies House Filings Company Books and Registers 	Date of most recent document	Permanent (Life of Company)
	Gifts and Hospitality Register	End of Financial Year	10 Years
SLC Board	Board Effectiveness – various working papers	Date of most recent document	10 Years
	Board Schedule	Date of most recent document	5 Years
	Board Minutes of Meetings	Date of last action	Permanent
	Board Reporting Protocols	Date of most recent document	5 Years

<u>Activity/Information</u>	<u>Description</u>	<u>Start of Retention</u>	<u>Retention Period</u>
Board Member Information	Board Member Details including: <ul style="list-style-type: none"> • Letters of appointment and delegations • Contact Details • Letters of Indemnity • Register of Interests • Induction Paperwork • Various files & advice • Skills & Assessment 	After end of appointment/employment	5 Years
			6 Years
Operational and Business Administration	<ul style="list-style-type: none"> • Policies and Procedures • Policy Specifications 	When updated/superseded	Superseded Permanent
	Operational Business Information (General administrative records, routine administrative correspondence (not related to customer, contract or legal matters))	Date of most recent document	2 Years
	All other Corporate Management and Governance Records	Date of most recent document or last action in most cases	6 Years in most cases. . Some records, e.g., Letters of Financial Delegated Authority, Annual Performance and Resource Agreement, Framework Documents and External Reports are kept permanently.
Planning and Performance	<ul style="list-style-type: none"> • Corporate and Business Plans • Annual Report and Accounts • Performance Reports • Management Information 	Financial Year End	7 Years
Audit	Audit Reports and Report Papers	From issue date	6 Years

<u>Activity/Information</u>	<u>Description</u>	<u>Start of Retention</u>	<u>Retention Period</u>
	Interim Audit Reports, Correspondence and Internal Audit Guides	From issue /correspondence date	3 Years
Projects	<ul style="list-style-type: none"> • General projects • Financial documents • Policy project documentation • Initiation documents • Project proposals • Plans and specifications • Draft reports and working papers • All related project correspondence 	Completion of Project / date of last paper	6 Years Major projects determined by their nature can be retained for longer up to 25 years
Legal Affairs	<p>Provision of legal advice not specific to an individual case (etc. Legal advice given to SLC concerning legislation or proposals for new legislation affecting its conduct and business)</p> <p>Includes legal advice for projects, contracts, policy and in relation to a dispute.</p>	Date of advice	7 Years
Procurements and Contracts	Tenders, Contracts and Agreements	End of Contract	6 Years
	Settlement Agreements with ex-employees	Date of Agreement	6 Years
	Non-Disclosure Agreements	Date Non-Disclosure Agreement ceases to have effect (NB – may be indefinite)	6 Years
Litigation	<ul style="list-style-type: none"> • Employment Tribunal Records • Civil Court Litigation 	Date file closed (which will not be earlier than appeal deadline)	6 Years

<u>Activity/Information</u>	<u>Description</u>	<u>Start of Retention</u>	<u>Retention Period</u>
Intellectual Property	Branding and intellectual property (including trade/service marks)	Date modified	Life of Company
Commercial Property	All documents relating to SLC's property portfolio	Date deed is superseded in full or terminated	6 Years
	Land and Buildings Transaction Tax (LBTT) Returns to Revenue Scotland	Date relevant lease ceases to apply	6 Years
Access to Information (Information about Freedom of Information, Data Subject Access Requests and the Publication Scheme)	Procedures for handling FOI requests and other documents regarding implementation of FOI; Procedure and Policy, case file records which lead to the development or precedent or best practice	When updated or superseded	6 Years
	Case file records detailing FOI requests and responses, consideration of exemptions, and subject internal reviews and appeals. Each case record is likely to contain personal data as defined in UK data protection legislation. Specifically, each record is likely to contain: <ul style="list-style-type: none"> the name, address, and other contact information of the applicant personal details provided by the applicant when making his/her request where a fee has been paid, bank account and other payment details all personal data will be handled with care and in accordance with UK data protection 	From date of release	6 Years

<u>Activity/Information</u>	<u>Description</u>	<u>Start of Retention</u>	<u>Retention Period</u>
	legislation. Access to personal data will be strictly controlled.		
	Data Protection “Rights of Data Subject” records – to include Subject Access and Data Portability requests, requests for erasure, rectification, restriction, objection. Includes initial request, response, related correspondence and other supporting documentation	Completion of Request	6 Years
	Statistical data about number of FOI requests and Data Subject Access requests. Includes the timeliness of responses, outcomes, internal reviews and appeals and management information	Current Year	10 Years
	Details of what access decisions have been taken about SLC records and redacted versions of documents that were released	Current Year	10 Years
	Information subject to a FOI request but scheduled for destruction	Last date of correspondence	6 Months
	Publication Scheme published on the SLC website	When updated/superseded	5 Years
Risk Management	<ul style="list-style-type: none"> Audit Risk Committee Risk Report and Dashboard. 	Date superseded	5 Years

<u>Activity/Information</u>	<u>Description</u>	<u>Start of Retention</u>	<u>Retention Period</u>
	<ul style="list-style-type: none"> Database containing all of SLCs historic and current Corporate Risks and issues 	End Date	6 Years
Business Continuity	<ul style="list-style-type: none"> Business Impact Analysis Business Continuity Plans Post-exercise / post incident reports Supplier review 	At the start of each year	5 Years
Print and Mail Services	<ul style="list-style-type: none"> Memorandum of Understandings Service Level Agreements Licence Agreements 	At the start of each agreement and refreshed annually	Permanent
Health and Safety	Risk Assessment documents for all sites listing hazards or hazardous events and the actions and controls in place to manage these	Updated annually or if/when a change is required	6 Years
	Health & Safety Committee Meeting Minutes	Quarterly when document created	5 Years
Partner Services and External Engagement	Includes documentation but not limited to minutes of meetings, agendas, presentations, data capture forms, satisfaction surveys, all communications, performance review reports, analytical data, service agreements and contracts, audit reports, guidance, factsheets, web service/online content.	Creation of document / when updated or superseded	When no longer required / Superseded
Public Relations and Press	Press Cuttings and Press Releases	From publish date	2 Years
	Emails with journalists to inform reporting of media stories	From release date	2 Years then Archived

<u>Activity/Information</u>	<u>Description</u>	<u>Start of Retention</u>	<u>Retention Period</u>
	Correspondence with the media	From date of correspondence	Permanent
	Information and guides	When updated/superseded	Superseded
Internal Communications	Staff communications	When administrative use ends	3 Years
	Intranet pages	From publish date	When no longer required
Images, Templates and Corporate Identify	Images of various SLC offices, staff and events	From publish date	When no longer required
	Corporate identity material, logos and stationery	When updated/superseded	Superseded
Online Content	All Web Content	When updated or superseded	Superseded
	Social Media including messaging that goes out through various communication channels, links to websites	From publish date	Superseded
	Campaigns and Materials including web adverts and emails	Conclusion of campaign	3 Years
	Plans for Delivery (including web content and delivery)	When updated or superseded	Superseded
	Guides and Facts Sheets – for all domiciles downloadable from web channels	When updated or superseded	Superseded
	Films – animated explainers, piece to camera of colleagues	From publish date	Permanent

<u>Activity/Information</u>	<u>Description</u>	<u>Start of Retention</u>	<u>Retention Period</u>
Publications, Presentations and Correspondence	Guides distributed domiciles e.g., Universities	When updated or superseded	Superseded
	Presentations for practitioners to teach students about Student Finance	When updated or superseded	Superseded
	System generated letters and emails sent to customers	When updated or superseded	Superseded
Marketing Analysis	Information identifying customer needs and all other marketing materials for analysis	When updated or superseded	Superseded
Governance and Compliance (SLC Compliance Framework, Security Assurance Management, Data Protection Management, Records Management, Data Governance and Knowledge Management)	Reference Materials	Current Year	2 Years
	General Compliance Artefacts	When updated or superseded	6 Years
	Populated Artefacts and Compliance Records: Documents and correspondence related to the application of the Control Compliance Framework, Security Project Delivery Model, Data Protection Principles and GDPR, Records Management Framework, Data Governance and Information Asset Owner Framework.	From start of control framework or Current Year	From 6 Years to Lifetime of System/Process
	Mandatory Artefacts: <ul style="list-style-type: none"> • Privacy Notices • Notification to the ICO • Records Retention Schedules • Related Risk Registers • Information Asset Registers 	When updated or superseded / Current Year	From 6 Years to Permanent
	Statistical Data and Reporting including Management Information packs and dashboards	Current Year	6 Years

Records Management Policy (EXTERNAL) POL-20-150

<u>Activity/Information</u>	<u>Description</u>	<u>Start of Retention</u>	<u>Retention Period</u>
	Data Protection Case File Management	Closure/Date of Last Action	6 Years (cases of interest may be retained for a further 2 years, on a 2 year review rolling basis)
Independent Assessor (IA)	Reports, Case File, Evidence	Date IA report issued	10 Years
	Ombudsman Reports	Date IA assigned to role	6 Years
	Customer Recordings	End of Period of Study/Closure of Case	6 Years
	Annual Reports	Date of report	6 Years
	Contact Information	Date of IA assigned to role	11 Years

Financial Management

<u>Activity/Information</u>	<u>Description</u>	<u>Start of Retention</u>	<u>Retention Period</u>
Accounting Records	<ul style="list-style-type: none"> Bank Account Records Financial Statements and Summaries Management and Project Account Forecast Reports 	End of the financial year to which the records relate.	6 + 1 Year
Transaction Records	<ul style="list-style-type: none"> Record of cheques drawn for payment General and subsidiary ledgers Financial transactions Operational Records Money Laundering Reporting Officer (MRLO) forms and Investigation log 	End of the financial year to which the records relate. When referred to MLRO	6 + 1 Year 2 Years 5 Years

<u>Activity/Information</u>	<u>Description</u>	<u>Start of Retention</u>	<u>Retention Period</u>
	<ul style="list-style-type: none"> Sanction Records 	When added to Sanctions List	Indefinite – until removed from Sanctions List
Employee Financial Records	<ul style="list-style-type: none"> Payroll Records 	End of the financial year to which the records relate	6 + 1 Year
Assets and Equipment	Assets and Equipment Registers	End of the financial year to which the records relate	6 + 1 Year
Procurement	<ul style="list-style-type: none"> Contracts Tenders Purchase Orders 	Expiration of contract in most cases	6 + 1 Year

Information Communication and Technology

<u>Activity/Information</u>	<u>Description</u>	<u>Start of Retention</u>	<u>Retention Period</u>
Information Security Management	<ul style="list-style-type: none"> Incident Management Register Incident Management Case Records Incident Management Data Breach Detection Records 	<ul style="list-style-type: none"> Last Action on File From Closure of Case Last Action on File 	6 Years
	<ul style="list-style-type: none"> Management information Service level data sheets Data Security Team operational reports, Issues, monthly trend and common trends 	When updated/superseded	3 Years
	Data Security Work Instructions	When updated/superseded	4 Years
	Data Transfer Authorisations	Last modified date	6 Years

<u>Activity/Information</u>	<u>Description</u>	<u>Start of Retention</u>	<u>Retention Period</u>
	Third Party Reviews	Last modified date	6 Years
	Network and system access logs	Date of access	Up to 3 Years
Technology Change and Integration	Artefacts created and retained for project delivery and in conjunction with business services alongside project lifecycle	Date of issue or completion of project	6 Years
Architecture	<ul style="list-style-type: none"> • Architectural Design Papers • Architectural Level Papers 	When updated or superseded	Indefinitely
Technology Operations	<ul style="list-style-type: none"> • Compliance Tracker Documents • Performance Initiative Documents • Executive Reports • Service Review Packs • Planning Materials • Policy and Process Documentation • Process Trackers 	When updated or superseded	Indefinitely
	<ul style="list-style-type: none"> • Demand and Capacity Reporting • Technology Group Spot Awards 	End of Year	6 Years
System User Training and Support	<ul style="list-style-type: none"> • Learning/Training Packs and Documentation including supporting documentation • Process Maps 	When updated or superseded	2 Years