

What is the Authorised Retention and Disposal Policy?

The Authorised Retention and Disposal Policy (ARDP) is Parliament's policy on the retention, destruction and archiving of its information, regardless of the media on which it is held. It supports the compliance of both Houses with legislation including the UK Data Protection Act 2018 and the Freedom of Information Act 2000, as well as national and international standards.

The Disposal Policy is the result of wide consultation amongst staff with responsibility for each function and its related activities and is approved by the accounting officers of both Houses (the Clerk of the Parliaments and the Clerk of the House of Commons).

The ARDP Covering Policy Statement includes:

- Statements on how the ARDP supports principles around management of personal data
- Recording and authorisation of disposal
- How frequently the policy is updated, and how to request amendments or changes to instructions
- Application of disposal instructions to digital systems
- Roles and responsibilities

[ARDP Policy Statement.pdf](#)

How the Disposal Policy works

The ARDP is arranged into areas representing business functions, rather than by team or office. A functional approach ensures that the Policy does not need to change in the event of organisational restructures and that information held by multiple teams is only captured once.

- Each function area includes a short scope note explaining what the term covers.
- Each function area is organised into the activity terms carried out as part of that function. Additional terms are used to further define sub-processes or activities of information where appropriate.
- Examples of the types of information covered by a disposal instruction are provided under each term. Examples given are illustrative only, and not intended as an exhaustive list of all types of records, documents and data which may be created as part of that activity term.
- Details of how long information should be retained for, and how it should be disposed of is provided against each term.
- A reason for this retention period is also provided, including business, historical and legislative factors.

ASSET MANAGEMENT

KEYWORD 1: ASSET MANAGEMENT

The function of managing and tracking the location, quantity, condition, maintenance and depreciation status of all assets (i.e. possessions that have a significant monetary value) owned by Parliament, from their acquisition (whether through purchase, lease, loan or donation) through to their continued monitoring and possible disposal.

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
ACQUISITION	ARCHIVES AND LIBRARY MATERIAL		Confirmation of receipt Correspondence	Transfer to Parliamentary Archives when action completed	Historical value
ACQUISITION	ART & OBJECTS		Purchases: Confirmation of receipt Correspondence Quotation Donations and Gifts: Correspondence	Transfer to Parliamentary Archives when action completed Note: These records may form part of an Art and Object file. See Appendix 1 of ARDP volume	Historical value
ACQUISITION	BUILDINGS		Purchases: Correspondence Leases: Lease Document Correspondence	Destroy 6 years after disposal of property/termination of lease Note: These records may form part of a Building file. See Appendix 2 of ARDP volume	Limitation Act 1980
			Purchases: Deeds/Certificate of Title	Transfer to new owner when property is disposed of Note: These records may form part of a Building file. See Appendix 2 of ARDP volume	Land Registration Act 1925
ACQUISITION	EQUIPMENT		Purchase details: Correspondence Goods received note Orders Quotation Quotation requests Running order Supplier Information: Equipment specifications Supplier price list	Destroy 6 years after end of financial year	National Audit Office/ Inland Revenue advice
ALLOCATION	ARCHIVES AND LIBRARY MATERIAL	LOANS	Loan agreement form Terms and conditions Correspondence Shipping record Final conditions report Damage report	Transfer to Parliamentary Archives when loan completed	Historical value

ASSET MANAGEMENT

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
ALLOCATION	ARCHIVES AND LIBRARY MATERIAL	TRACKING	Loans Register	An active record, updated regularly. If register is superseded/becomes obsolete/redundant, transfer to Parliamentary Archives	Business need
ALLOCATION	ART & OBJECTS	LOANS	Loan agreement form Terms and conditions Correspondence Shipping record Final conditions report Damage report	Transfer to Parliamentary Archives when loan completed Note: These records may form part of an Art and Object file. See Appendix 1 of ARDP volume	Historical value
ALLOCATION	ART & OBJECTS	TRACKING	Movement form Correspondence	Destroy 5 years after move complete Note: This class forms part of an Art and Object file. See Appendix 1 of ARDP volume	Business need
ALLOCATION	EQUIPMENT	REQUESTS	Computing request Correspondence Office equipment request	Destroy 7 years after request completed	Business need
ALLOCATION	EQUIPMENT	TRACKING	Tracking Register	An active record, updated regularly. If register is superseded/becomes obsolete/redundant, destroy 5 years after last entry	Business need
ASSET REGISTER	CATALOGUES		Archive catalogue Library catalogue	An active record, updated regularly. If catalogue is superseded/becomes obsolete/redundant, destroy 5 years after last entry	Business need
ASSET REGISTER	REGISTER		Electrical asset register Fire safety asset register Mechanical asset register	An active record, updated regularly. If catalogue is superseded/becomes obsolete/redundant, destroy 6 years after last entry	Business need
ASSET REGISTER	SUPPORTING DOCUMENTATION		Valuation Correspondence	Destroy 6 years after end of financial year	Business need
BOARDS AND GROUPS			Agenda Correspondence Minutes Reports	Destroy 5 years after end of year records relate to	Business need

ASSET MANAGEMENT

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
COMPLIANCE	CERTIFICATION		Certificates: Fire alarm Fire equipment Pressure Lifting equipment Passenger/goods lift Emergency lighting Ventilation equipment Boiler	Destroy 1 year after the certificate is superseded or building disposed of, whichever is sooner Note: These records may form part of a Building file. See Appendix 2 of ARDP volume	Fire Precautions Act 1971; Building Regulations 2000
COMPLIANCE	APPLICATION		Planning application Building regulations application	Transfer to Parliamentary Archives when decision on application is made Note: These records may form part of a Building file. See Appendix 2 of ARDP volume	Building Regulations 2000
CONSERVATION			Condition Survey report Conservation plan List of materials sent for conservation action or non-routine library binding Photographs Preservation survey Treatment report	Transfer to Parliamentary Archives when action completed	Historical value
DISPOSAL	ARCHIVES AND LIBRARY MATERIAL		Correspondence	Destroy 6 years after action completed	Business need

ASSET MANAGEMENT

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
DISPOSAL	ART & OBJECTS		Auction: Correspondence Auction records Register: Redundant furniture and fittings list	Destroy 6 years after action completed Note: These records may form part of an Art and Object file. See Appendix 1 of ARDP volume	Limitation Act 1980
DISPOSAL	BUILDINGS		Correspondence Report Survey Valuation	Transfer to Parliamentary Archives after action completed. Note: These records may form part of a Building file. See Appendix 2 of ARDP volume	Business need
DISPOSAL	EQUIPMENT		Records of equipment no longer fit for purpose Tip consignment Tip receipt	Destroy 6 years after action completed	Business need
DISPOSAL	LOST PROPERTY		Correspondence Dockets	Destroy 1 year after action completed	Business need
			Lost property database entries	Destroy entries over 1 year old	Business need
INSURANCE			Correspondence Policy document Policy renewal notice	Destroy 6 years after end of financial year in which policy expires	Business need
INTELLECTUAL PROPERTY			Copyright declaration forms (signed) Correspondence Reproduction rights	Destroy 6 years after end of year records relate to	Limitation Act 1980
INVENTORY			Archives inventory Historic furniture inventory Works of art inventory	An active record, updated regularly. If register is superseded/becomes obsolete/redundant, transfer to Parliamentary Archives	Historical value
			Equipment inventory	An active record, updated regularly. If register is superseded/becomes obsolete/redundant, destroy 5 years after last entry	Business need

ASSET MANAGEMENT

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
MAINTENANCE	PLANNED AND REACTIVE MAINTENANCE		Maintenance request Minor works feasibility study Repair report	Destroy 6 years after maintenance job completed Note: These records may form part of a Building file. See Appendix 2 of ARDP volume	Business need
MAINTENANCE	HERITAGE MAINTENANCE		Correspondence Maintenance application and approval (from English Heritage, Westminster Council etc.) Report	Transfer to Parliamentary Archives when maintenance completed Note: These records may form part of a Building file. See Appendix 2 of ARDP volume	Historical value
MAINTENANCE	WARRANTIES		Warranty document	Destroy 1 year after end of warranty	Business need
MONITORING			Environmental Key Performance Indicators: Routine readings/measurements	An active record updated regularly, if superseded/becomes obsolete/redundant destroy one month after no longer in active use	Business need
			Equipment/furniture requirements evaluation: Evaluation of requirements Justification of decision Specification	Destroy 6 years after end of year records relate to	Limitation Act 1980; Public Works Contracts Regulations 1991; Public Services Contracts Regulations 1993; Public Supply Contracts Regulations 1995
			Routine Inspections: Report Correspondence	Destroy 6 years after end of year records relate to Note: These records may form part of a Building file. See Appendix 2 of ARDP volume	Limitation Act 1980

ASSET MANAGEMENT

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
MONITORING			Specialist Inspections: Environmental survey (site specific)	Transfer to Parliamentary Archives after end of year records relate to Note: These records may form part of a Building file. See Appendix 2 of ARDP volume	Historical value
PLANNING AND STRATEGY			Agenda Minutes Team forecast planning (Commons) Department forecast planning (Lords) Resource Plan	Destroy 5 years after end of year records relate to	Business need
POLICY MAKING			Correspondence Inclusion analysis Policy Working papers	Transfer to Parliamentary Archives when policy superseded	Historical value
PROCEDURES AND GUIDANCE			Furniture standards book Manual Inclusion analysis Handbook Directives Departmental procedures	Destroy 5 years after procedures superseded/become obsolete	Business need
PROGRAMME AND PROJECT MANAGEMENT			Programme and Project Board papers, including but not limited to: Board papers Business case Business case review Closure report Inspection reports Lessons learned document Minutes Project Brief Project Implementation Document	Transfer to Parliamentary Archives after programme or project is completed	Historical value

ASSET MANAGEMENT

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
PROGRAMME AND PROJECT MANAGEMENT			All other documents emanating from the Programme including: Activities and overview Activity Route Map Approval proposals Assumptions log Budget records Business case review Correspondence Feasibility studies Formal review report Highlight report Plans and drawings Programme blueprint Programme plan Programme timetable Resource Plan Risk assessment reports Risk logs Surveys	Destroy 6 years after programme or project is completed	Limitation Act 1980
REPORTING			Statistics Working papers	Destroy 5 years after end of year records relate to	Business need
RISK MANAGEMENT			Plans: Disaster plan Salvage plan Registers: Risk register	Destroy 7 years after plan/register is superseded	Business need

BUSINESS OF THE HOUSE

KEYWORD 1: BUSINESS OF THE HOUSE The function of managing processes and matters relating to business in the Chambers, Lords Grand Committee, Commons Grand Committees and Westminster Hall, and select committees relating to the business of the Houses e.g. Procedure, Privileges and Selection.					
Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
ADVICE			Advice to the Chair Correspondence Internal Memos	Review 5 years after last action. Destroy immediately after review Note: Review records prior to destruction. Information of business value beyond 5 years should be moved to a precedent file.	Business need
BOARDS AND GROUPS			Agenda Circulated papers Correspondence Minutes Circulation lists	Review 5 years after end of year records to. Transfer to Parliamentary Archives immediately after review Note: Review records prior to transfer or export and destroy/delete published material and routine records.	Historical value
BUSINESS MANAGEMENT			Laid Papers Unprinted papers (HC only)	House of Commons Transfer to the Parliamentary Archives after end of session. House of Lords Destroy after end of session. Note: Copies of bills and papers that are ordered to be printed should not be included in Laid Papers transferred to the Archives.	Historical value Master set received to the Archives from the House of Commons.

BUSINESS OF THE HOUSE

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
BUSINESS MANAGEMENT			Government Frontbench Briefs Grand Committee Lord Speaker's Brief Speaker's Brief	Destroy at end of Parliament after the Parliament the records relate to Note: Review records prior to destruction. Information of business value beyond end of Parliament after the Parliament the records relate to should be moved to a precedent file.	Business need
BUSINESS MANAGEMENT			Motions: Correspondence Drafts Notes	House of Commons: Review at end of session. Destroy immediately after review House of Lords: Destroy 1 year after creation Note: Review records prior to destruction. Information of business value beyond end of session should be moved to a precedent file. HL only: Hard copy “debris” is destroyed on a rolling cycle, one month after creation.	Business need
			Questions: Correspondence Drafts Notes	House of Commons: Review at end of session. Destroy immediately after review House of Lords: Destroy 1 year after creation Note: Review records prior to destruction. Information of business value beyond end of session should be moved to a precedent file. HL only: Hard copy “debris” is destroyed on a rolling cycle, one month after creation.	Business need

BUSINESS OF THE HOUSE

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
BUSINESS MANAGEMENT			Today's Business (HC only) Future Business (HC only) Tabled Business (HC only) Early Day Motions (HC only) European Documents (HC only) Public Bill lists (HC only) Record of Members called to speak in a debate (HC only)	Review at end of session. Destroy immediately after review Note: Review records prior to destruction or deletion and transfer/export indexes to summary file.	Business need
			Vote bundle summary (HC only)	An active document, updated regularly. If summary is superseded/becomes obsolete/redundant, destroy 1 year after last action	Business need
BUSINESS MANAGEMENT			Humble Addresses	Transfer to Parliamentary Archives at end of session records relate to	Historical value
			Agenda Circulated papers (HC only) Briefs Chair's notes (HC only) Correspondence Minutes Memoranda Press notices/releases Correction files (HC only) Committee reports Statistics (committee activities) Numbered papers (HL only)	Review 5 years after end of session. Transfer to Parliamentary Archives immediately after review Note: Review records prior to transfer or export and destroy/delete published material and routine records.	Historical value
COMMITTEES			Backbench Business Committee selection papers (HC only) Adjournment and Westminster Hall debates ballot papers (HC only) Applications (HC only)	Destroy at end of session to which records relate	Business need
DEBATES					

BUSINESS OF THE HOUSE

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
ELECTIONS			Signed Candidature forms (HL only)	Transfer to Parliamentary Archives once election completed	Historical value
			Approval Ballot papers Correspondence Informal meeting notes Notices giving details of an election or by-election	Review once election completed. Transfer hard copies to Parliamentary Archives immediately after review Note: Review records prior to transfer or export and destroy/delete published material and routine records Note: Results slips are transferred to the Crown Office	Historical value
MEMBERSHIP			Parliamentary Election Return Book (HC only)	Transfer to Parliamentary Archives at end of Parliament	Historical value
			Writ of Summons (HL)	Transfer the first writ issued to a new Peer to the Parliamentary Archives after end of Parliament writ was issued in. N.B. Subsequent writs issued to existing Peers in a new Parliament can be disposed when reference ceases for the office.	Historical value
			Correspondence regarding requests for leave of absence (HL only) Correspondence informing the House of a Peers intention to retire (HL only)	Transfer to Parliamentary Archives at end of Parliament	Historical value
			Advice Correspondence	Destroy 1 year after end of Parliament Note: If information has continuing business value beyond 1 year after end of Parliament, it should be added to a precedent file.	Business need
			Seniority List (HC only)	An active document, updated regularly. If list is superseded/becomes obsolete/redundant, destroy 1 year after last action	Business need

BUSINESS OF THE HOUSE

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
MINUTING	JOURNAL		Correspondence	Destroy once Journal volume is published	Business need
			Journal production copy (HL only)	Transfer to Parliamentary Archives 5 years after the end of Parliament	Business need
			House of Lords Business and Order paper production copy (HL only)	Destroy production copy when style/formatting superseded	Business need
			Draft minutes (HC only)	Destroy at end of session	Business need
			Minute book pages (HC only)	Transfer to Parliamentary Archives at end of session	Historical value
MINUTING	ATTENDANCE		Attendance sheets for the Chamber, Grand Committee and Select Committee (HL only)	Destroy 4 years after end of financial year in which action was completed	Business need
MINUTING	DIVISIONS		Division lists	House of Commons: Destroy 5 years after end of session House of Lords: Destroy 4 years after end of financial year in which action was completed	Business need
			Division (vote) slips (HC only)	Destroy 1 year after creation	Business need

BUSINESS OF THE HOUSE

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
MINUTING	MESSAGES		Messages from one chamber to the other	Transfer to Parliamentary Archives at end of session	Historical value
			Drafts	Destroy at end of session Note: If information is likely to be of use beyond the end of the session, it should be added to a precedent file.	Business need
PARLIAMENTARY PROCEDURE			Precedent files: Correspondence Notes Running files Sub-judice list	Transfer to Parliamentary Archives 5 years after last action Note: Review records prior to transfer or export and destroy/delete published material e.g. extracts from Hansard.	Historical value
			Hanging files	Records retained permanently for reference purposes in the local business area Note: If no longer required locally, transfer to the Parliamentary Archives	Historical value
			Erskine May drafts Standing Orders Companion to Standing Orders	Destroy once next edition is published	Business need Historical value

BUSINESS OF THE HOUSE

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
PARLIAMENTARY QUESTIONS			Responses to Parliamentary Questions	Destroy 5 years after last action	Business need
PLANNING AND STRATEGY			Agenda Minutes Team forecast planning (Commons) Department forecast planning (Lords) Resource plans	Destroy 5 years after end of year records relate to	Business need
PROCEDURES AND GUIDANCE			Consultation papers Manuals, instructions, style guides and other guidance Proposals Inclusion analysis	Review when procedure/guidance superseded. Transfer to Parliamentary Archives immediately after review Note: Review records prior to transfer or export and destroy/delete published material and routine records.	Historical value
PUBLIC PETITIONS			Public Petitions	Transfer to Parliamentary Archives at end of session Note: Transfer the original petition (not including the added names) to the Parliamentary Archives. Destroy the remaining petition (added names) after 1 year.	Historical value
			Correspondence	Destroy 1 year after end of session Note: If information is likely to be of use beyond the session it relates to, it should be added to a precedent file.	Business need

BUSINESS OF THE HOUSE

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
REPORTING			Statistics Working papers	Destroy 5 years after end of year records relate to	Business need
STATISTICS			Published statistics Statistics on Members called to speak in a debate Attendance statistics Voting statistics Sessional Diary (HC only)	Destroy 1 month after statistics published Note: Review records prior to destruction or deletion and transfer/export any unpublished statistics.	Business need
			Statistics produced to answer queries	Destroy 1 month after query answered	Business need

CEREMONIAL

KEYWORD 1: CEREMONIAL The function of managing and administering the formal functions and activities of Parliament conducted to celebrate a special occasion (i.e. formal acts or series of acts, often fixed and traditional, prescribed by ritual, protocol or convention and performed on a certain occasion).					
Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
CEREMONIES	DISSOLUTION		Admission card Agenda Allocation of tickets Ballots Correspondence Invitations Minutes Seating (Chamber, Galleries etc) Security Timetable	Destroy 5 years after ceremony completed	Business need
CEREMONIES	INTRODUCTION OF NEW MEMBERS TO THE HOUSE		Admission card Agenda Allocation of tickets Ballots Correspondence Invitations Minutes Seating (Chamber, Galleries etc) Security Timetable	Destroy 5 years after ceremony completed	Business need
CEREMONIES	LORD CHANCELLOR'S BREAKFAST		Admission card Agenda Allocation of tickets Ballots Correspondence Invitations Minutes Seating (Chamber, Galleries etc) Security Timetable	Destroy 5 years after ceremony completed	Business need
CEREMONIES	LORD SPEAKER'S AND SPEAKERS PROCESSION		Admission card Agenda Allocation of tickets Ballots Correspondence Invitations Minutes Seating (Chamber, Galleries etc) Security Timetable	Destroy 5 years after ceremony completed	Business need

CEREMONIAL

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
CEREMONIES	LYING IN STATE (OPERATION MARQUEE)		Agenda Correspondence Minutes Security Papers	Transfer to Parliamentary Archives when ceremony completed	Historical value
CEREMONIES	PROROGATION		Admission card Agenda Allocation of tickets Ballots Correspondence Invitations Minutes Seating (Chamber, Galleries etc) Security Timetable	Destroy 5 years after ceremony completed	Business need
CEREMONIES	ROYAL CELEBRATIONS		Admission card Agenda Allocation of tickets Ballots Correspondence Invitations Minutes Seating (Chamber, Galleries etc) Security Timetable	Transfer to Parliamentary Archives when ceremony completed	Historical value
CEREMONIES	SILK CEREMONIES		Admission card Agenda Allocation of tickets Ballots Correspondence Invitations Minutes Seating (Chamber, Galleries etc) Security Timetable	Destroy 5 years after ceremony completed	Business need

CEREMONIAL

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
CEREMONIES	STATE OPENING OF PARLIAMENT		Admission card Agenda Allocation of tickets Ballots Correspondence Guest list Invitations Camera Locations Car parking permits Doorkeepers' folder Passes Scouts Checklists Timetable Press release Press and TV coverage/relations Briefs Security Plans and Timings	Destroy 5 years after ceremony completed	Business need
CEREMONIES	STATE VISITS		Admission card Agenda Allocation of tickets Correspondence Invitations Minutes Seating (Chamber, Galleries etc) Timetable Security plans	Transfer to the Parliamentary Archives after ceremony completed.	Historical value

CEREMONIAL

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
POLICY MAKING			Final policy document Working documents Precedent file Inclusion analysis	Transfer to Parliamentary Archives when policy superseded/becomes obsolete	Historical value
PROCEDURES AND GUIDANCE			Ceremonial procedure Operation Marquee manual Guards of Honour/ Search of Vaults Uniform guidelines Inclusion analysis	Transfer to Parliamentary Archives when procedures superseded/becomes obsolete	Historical value
PROGRAMME AND PROJECT			Programme and Project Board papers (including but not limited Business Case Board papers Closure report Lessons Learned document Project Implementation Document Post-implementation review document	Transfer to the Parliamentary Archives after programme or project is completed.	Historical value
PROGRAMME AND PROJECT MANAGEMENT			All other documents emanating from the Programme or Project, including: Activity route map Correspondence Highlight report Maps, plans, drawings Meeting papers Photographs Project Brief Project issues log Project plan Project risk log Risk assessment	Destroy 6 years after programme or project is completed	Business need

CORPORATE GOVERNANCE

KEYWORD 1: CORPORATE GOVERNANCE

The function concerned with planning for, managing strategically and reporting on the delivery of corporate services by the House administrations.

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
AGREEMENTS			Service level agreements Memoranda of Understanding (MoU)	Destroy 1 year after agreement ceases	Business need
ASSURANCE			Reviews of Assurance controls: Reviews Reports Working papers	Destroy 5 years after review/report completed	Business need
			Governance Framework: Annual governance statement Letters of delegation Statements of assurance Statements of internal control	Destroy 7 years after end of year records relate to	Business need
			Portfolios, Programmes and Projects: Assessment meeting notes Gateway review reports Lessons learned Risk Potential Assessments	Destroy 6 years after end of programme/project records relate to NB Destroy CVs of gateway reviewers after 12 months	Business need
ASSURANCE	REGISTERS OF HOSPITALITY		Hospitality register Gift register	Destroy 3 years after end of financial year action completed	Business need
ASSURANCE	DECLARATION OF INTERESTS		Declaration of Interests form Tracking spreadsheet Correspondence	Destroy 1 year after end of year records relate to.	Business need
AUDIT			Internal Audit: Working papers Correspondence Interview notes Programme Status report	Destroy 7 years after last action	Business need
			Final report	Transfer to the Parliamentary Archives after report finalised.	Historical value
			Charter	Destroy 7 years after year charter is superseded.	Business need

CORPORATE GOVERNANCE

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
BOARDS AND GROUPS			Corporate Boards and Groups: Agenda Circulated papers Terms of reference Minutes Correspondence	Transfer to the Parliamentary Archives after end of year records relate to Note: Review records prior to transfer to Archives and delete/destroy any published material and routine correspondence	Historical value
			Departmental Boards and Groups: Agenda Circulated papers Correspondence Minutes	Destroy 5 years after end of year records relate to	Business need
COMMITTEES			Agenda Briefs Chair's notes Correspondence Report Informal Notes Memoranda Minutes Numbered papers (HL only) Circulation list	Transfer to the Parliamentary Archives after end of year records relate to	Historical value
CORPORATE OPERATIONS			Correspondence Agendas Minutes	Destroy 5 years after end of year records relate to	Business need
			Correspondence log	An active record, updated regularly. If log is superseded, destroy 1 month after last entry	Business need
CORPORATE PLANNING	APPROVING BUSINESS CASES		Detailed business case Approval Notice Advice to Clerks Correspondence	Destroy 7 years after programme/project completed.	Business need
CORPORATE PLANNING	BUSINESS PLANNING		Corporate Plan Working papers Correspondence	Transfer to the Parliamentary Archives after end of year plan finalised	Historical value
			Departmental Business Plan Working papers Correspondence	Destroy 7 years after end of earliest year covered by plan	Business need

CORPORATE GOVERNANCE

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
CORPORATE PLANNING	CORPORATE STRATEGY		Corporate Strategy Strategic Plan	Transfer to the Parliamentary Archives after end of year plan finalised.	Historical value
CORPORATE PLANNING	FINANCIAL PLANNING		Estimates/Medium Term Financial Plans Medium Term Investment Plans Correspondence	Destroy 6 years after end of the first financial year that the plan relates to.	Business need
INDEPENDENT COMPLAINTS AND GRIEVANCE SCHEME (ICGS)	COMPLAINTS COMPLETED		Confidential complaint disclosure Initial assessment Lists of witnesses Evidence Correspondence with respondent and complainant Interview/meeting notes Notes on informal resolution Investigator's full assessment report (draft and final)	Destroy 6 years after conclusion of case.	Limitation Act 1980
INDEPENDENT COMPLAINTS AND GRIEVANCE SCHEME (ICGS)	COMPLAINTS NOT FORMALLY INVESTIGATED		Confidential complaint disclosure Lists of witnesses Initial assessment	Destroy 2 years after case closed.	Business need and Data Protection Act 2018
ORGANISATIONAL DEVELOPMENT	CONTINUOUS IMPROVEMENT		Action plans Evidence documents Meeting notes Reports	Destroy 5 years after end of year records relate to.	Business need
ORGANISATIONAL DEVELOPMENT	REVIEWS, RESTRUCTURES AND SETTING UP		Corporate: Correspondence Report Working papers	Transfer to the Parliamentary Archives when review completed	Historical value
ORGANISATIONAL DEVELOPMENT	REVIEWS, RESTRUCTURES AND SETTING UP		Local: Correspondence Report Working papers	Destroy 10 years after restructure completed	Reference use
PARLIAMENTARY QUESTIONS			Response to Parliamentary Questions	Destroy 5 years after last access	Business need
PERFORMANCE MANAGEMENT			Balanced scorecard Correspondence Data collection sheets Key Performance Indicators (KPIs) Reports Statistics Trend Analysis	Destroy 5 years after end of year records relate to	Business need

CORPORATE GOVERNANCE

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
POLICY MAKING			Correspondence Inclusion analysis Policy Precedent records Working papers	Transfer to the Parliamentary Archives when policy superseded/becomes obsolete	Historical value
PORTFOLIO MANAGEMENT			Correspondence Dependency map Highlight report Milestone tracker	Destroy 7 years after end of year which records relate	Business need
PROCEDURES AND GUIDANCE			Inclusion analysis Manuals, instructions and other guidance	Transfer to the Parliamentary Archives after procedures superseded/become obsolete	Business need
REPORTING	CORPORATE ANNUAL REPORT		Corporate annual report Working papers	Transfer to the Parliamentary Archives after end of year in which report is published	Historical value
	DEPARTMENTAL ANNUAL REPORT		Departmental Annual Report Correspondence Statistics Working papers	Destroy 7 years after end of year in which report finalised	Business need
RESTICTIONS AND ADAPTATION OF SERVICES			Correspondence with subject of restrictions Correspondence with Clerk of the House and Clerk of the Parliaments Statement of Restrictions Working papers	Destroy 1 year after restriction completed.	Business need and Data Protection Act 2018
RISK MANAGEMENT			Risk register - corporate Risk register - department/office Local risk management records Working papers	Destroy 5 years after end of year records relate to Note: Active records regularly reviewed and updated	Business need
RISK MANAGEMENT			Incident Management Framework Business continuity rotas Local business continuity records Working papers Correspondence Telephone cascade lists Contact lists Business continuity plan	Destroy 1 year after end of year records relate to Note: Active records regularly reviewed and updated	Business need
RISK MANAGEMENT				Destroy when superseded by a new Business Continuity Plan	Business need

ESTATE MANAGEMENT

KEYWORD 1: ESTATE MANAGEMENT					
The function of planning for and managing the use of the Parliamentary Estate by Members, their staff, staff of the administrations, visitors and other external bodies.					
Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
ALLOCATION			Members accommodation register Correspondence	Destroy 7 years after last action	Business need
ARRANGEMENTS			Estate Usage: Correspondence Plans and Layouts	Destroy 5 years after last action	Business need
			Delivery tracking information Proof of delivery	Delivery address/signature removed from postal service system after 90 days; remaining information destroyed after 2 years	Business need; UK Data Protection Act 2018
			Meeting room bookings	Destroy 1 year after meeting held.	Business need; UK Data Protection Act 2018
BOARDS AND GROUPS			Agenda Board papers Circulation lists Correspondence Minutes	Destroy 5 years after end of year records relate to.	Business need
CLEANING AUDIT			Quality Control Reports	Destroy 6 years after action completed.	Business need; Limitation Act 1980
CLEANING MAINTENANCE			Order forms	Destroy 1 year after action completed.	Business need
INCIDENT MANAGEMENT			Correspondence Investigation working papers Lessons learned document Report Witness statements	Destroy 5 years after final report completed	Business need
LIAISON			Correspondence Meeting notes	Destroy 3 years after last access	Business need
PLANNING AND STRATEGY			Agenda Correspondence Minutes Team forecast planning (Commons) Departmental forecast planning (Lords)	Destroy 3 years after end of year records relate to	Business need
			Security plans/strategy	Transfer to Parliamentary Archives when plan/strategy superseded Note: Record Officers for departments who hold this type of record should contact the Information and Records Management service to arrange export.	Historical value

ESTATE MANAGEMENT

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
POLICY MAKING			Correspondence Inclusion analysis Policy Precedent records Working papers	Transfer to Parliamentary Archives when policy superseded	Historical value
PROCEDURES AND GUIDANCE			Circulars Guidance Inclusion analysis Manuals	Destroy 5 years after procedures superseded/become obsolete	Business need
PROGRAMME AND PROJECT MANAGEMENT			Programme and Project Board Papers (including but not limited to): Board papers Business case Business case review Closure report Inspection reports Lessons learned document Minutes Project Brief Project Implementation Document	Transfer to Parliamentary Archives after programme or project is completed	Historical value
PROGRAMME AND PROJECT MANAGEMENT			All other documents emanating from the Programme or Project, including: Activities and overview Activity route map Approval proposals Assumptions log Business case review Correspondence Feasibility studies Formal review report Highlight report Plans and drawings Programme blueprint Programme plan Programme timetable Resource Plan Risk assessment reports Risk logs Surveys	Destroy 6 years after completion of programme or project	Limitation Act 1980
REPORTING			Statistics		

ESTATE MANAGEMENT

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
			Working papers Desk booking reporting	Destroy 5 years after end of year records relate to	Business need

FINANCIAL MANAGEMENT

KEYWORD 1: FINANCIAL MANAGEMENT					
The function of planning, directing, monitoring, organizing, and controlling of the monetary resources of the House administrations.					
Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
AUDIT			Correspondence Draft reports Follow up review Internal audit report Management response Minutes Terms of reference	Destroy 7 years after end of financial year in which action was completed	Business need
BOARDS AND GROUPS			Agenda Correspondence Minutes Reports Terms	Destroy 5 years after end of year records relate to	Business need
COMMERCIAL			Correspondence Agreements Customer log Supplier log Banking forms	Destroy 6 years after end of financial year records relate to	Limitation Act 1990
COST SHARING			Arrangements Correspondence	Destroy 3 years after end of financial year in which arrangement ceases	Business need
FINANCIAL ACCOUNTING			General Ledger Tax payment records (HL only)	Destroy 6 years after end of financial year in which action was completed	National Audit Office / Inland Revenue advice; Taxes Management Act 1970
			Transaction processing: Bank deposit Bank statements Cash register audit Charges (supporting documentation) Creditors Debtors Debts written off Invoices Overpayments Petty cash Purchase orders Receipts Reconciliations	Destroy 3 years after end of financial year in which action was completed	National Audit Office / Inland Revenue have confirmed that these records do not need to be retained beyond 3 years

FINANCIAL MANAGEMENT

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
FINANCIAL			Treasury Management: Investment account Investment agreement Trust fund Unidentified receipts Unclaimed monies	Destroy 3 years after end of financial year in which investment or account ceases	National Audit Office / Inland Revenue have confirmed that these records do not need to be retained beyond 3 years
			Financial Statements: Financial Statements Resource accounts	Destroy 3 years after end of financial year in which statement is published or submitted to the Management Board/House of Commons Commission Note: Some statements are submitted to House of Commons Commission, domestic committees and Board of Management/Management Board records and transferred to Parliamentary Archives.	National Audit Office / Inland Revenue have confirmed that these records do not need to be retained beyond 3 years
			Authorisation: Banking authority Financial activities authorisation	Destroy 3 years after end of financial year in which authority is superseded	National Audit Office / Inland Revenue have confirmed that these records do not need to be retained beyond 3 years
MANAGEMENT ACCOUNTING	BUDGETS		Budget allocation Calculations Internal notes Submission papers	Destroy 6 years (HL) or 3 years (HC) after the end of financial year budget relates to	National Audit Office/Inland Revenue advice
			Grant funding applications	Destroy 6 years (HL) or 3 years (HC) after the end of financial year budget relates to	National Audit Office/Inland Revenue advice
			Correspondence Estimates Planning	Destroy 6 years (HL) or 3 years (HC) after end of year in which action completed	National Audit Office/Inland Revenue advice

FINANCIAL MANAGEMENT

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
MANAGEMENT ACCOUNTING	ANALYSIS		Budget spreadsheet Budget trend analysis spreadsheet Reconciliation spreadsheet	Destroy 6 years (HL) or 3 years (HC) after last action	Business need
MANAGEMENT ACCOUNTING	REPORTS		Reports	Destroy 6 years (HL) or 3 years (HC) after end of financial year in which report written	Business need
MANAGEMENT ACCOUNTING	REVIEWS		Action plan Initiation documents Report Working papers	Destroy 3 years after subsequent review carried out	Business need
MONITORING			Correspondence Minutes Reports	Destroy 6 years after end of financial year records relate to	Limitations Act 1980
PLANNING AND STRATEGY			Correspondence Minutes Team forecast planning (Commons) Department forecast planning (Lords) Reports	Destroy 5 years after end of year records relate to	Business need
POLICY MAKING			Correspondence Inclusion analysis Policy Precedent records Working papers	Transfer to Parliamentary Archives when policy superseded	Historical value
PROCEDURES AND GUIDANCE			Development of fraud prevention strategies Financial controls and procedures Fraud prevention procedures Finance Manual Finance handbook Financial circulars and updates Financial guidance Inclusion analysis	Destroy 6 years after procedures superseded	Limitations Act 1980

FINANCIAL MANAGEMENT

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
PROGRAMMES AND PROJECTS	CATEGORY A, B AND C PROGRAMMES AND PROJECTS - GOVERNANCE		Key governance documentation, including but not limited to: Assurance/checkpoint reports Board papers Business case Change management/engagement strategy and plan Equality/inclusivity assessment Mandate Stakeholder engagement strategy and plan, stakeholder maps Summary/highlight report	Transfer to the Parliamentary Archives after programme or project is completed. When the programme/project meets selection criteria in the Collection Development Policy e.g. How Parliament Works, then all programme/project management (i.e. PMO-level) information should be transferred.	Historical value, business need.
PROGRAMMES AND PROJECTS	CATEGORY A, B AND C PROGRAMMES AND PROJECTS - OTHER DOCUMENTATION		All other project delivery documentation, including but not limited to: Change impact assessment Communication artefacts Communications strategy and plan Key stakeholder update Integrated assurance and approvals plan RACI - Responsibility Assignment Matrix RAID log (risk register) Set up for Success form (S4S) Terms of reference	Destroy 6 years after programme/project has ended.	Limitation Act 1980, Business need
PROGRAMMES AND PROJECTS	LOCAL PROJECTS		Including but not limited to: Communications Delivery plan Project Plan Stakeholder map	Destroy 6 years after project has ended.	Limitation Act 1980, Business need
RISK MANAGEMENT			Fraud: Action Plans Risk Assessment Financial Operations: Action Plans Risk Assessment Working papers	Destroy 6 years after risk assessment superseded	Limitations Act 1980; Business need

HEALTH AND SAFETY

KEYWORK 1: HEALTH AND SAFETY					
The function of implementing and co-ordinating health and safety standards or requirement to which Parliament is either subject or voluntarily abides. Includes safety policy, fire					
Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
BOARDS AND GROUPS			Agenda Chair's Brief Correspondence Minutes Reports	Destroy 5 years after end of year records relate to	Business need
COMPENSATION CLAIMS			Appeal Compensation claim form Correspondence Medical reports	Destroy 7 years after finalisation of claim.	Limitation Act 1980
COMPLIANCE	REGISTERS		First aid officers, fire wardens and safety officers register Hot work register	Destroy 7 years after register last accessed	Business need
COMPLIANCE	MEETINGS		Agenda Correspondence Minutes	Destroy 3 years after action completed.	Business need
COUNSELLING			Correspondence Interview notes Referral form Reports	Destroy 6 years after action completed Note: This class forms part of a Safety, Health and Wellbeing case file. See Appendix 1 of full ARDP volume	Limitation Act 1980
HEALTH AND WELLBEING	NON-HAZARDOUS		Clinical notes Clinical reports Clinical treatment notes	Destroy 7 years after termination of employment	Health and Safety Executive
HEALTH AND WELLBEING	ASBESTOS		Clinical notes Clinical reports Clinical treatment notes	Destroy 40 years after termination of employment	Limitation Act 1980; Control of Asbestos Regulations 2006

HEALTH AND SAFETY

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
HEALTH AND WELLBEING	HAZARDOUS		Clinical notes Clinical reports Clinical treatment notes	Destroy 40 years after termination of employment	Limitation Act 1980; Control of Substances Hazardous to Health (Amendment) Regulations 2004
HEALTH AND WELLBEING	REFERRALS		Correspondence Counselling referral form Occupational health referral form Pre-commencement/new starter referral form Workplace adjustments	Destroy 6 years after action completed	Business need
MONITORING	REGISTERS		Accident register Legionella register Register of equipment examination dates	An active record, updated regularly. If register is superseded/becomes obsolete/redundant, destroy 7 years after register last accessed	Business need
MONITORING	ACCIDENTS AND INCIDENTS	NON-HAZARDOUS ACCIDENTS AND INCIDENTS	Incident reports Incident investigation costing estimate form Interview notes Photographs RIDDOR reports Witness statements	Destroy 5 years after date of occurrence	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013; Limitation Act 1980; Business need
MONITORING	ACCIDENTS AND INCIDENTS	NON-HAZARDOUS ACCIDENTS AND INCIDENTS (INVOLVING MINORS)	Incident reports Incident investigation costing estimate form Interview notes Photographs RIDDOR reports Witness statements	Destroy 5 years after their 18th birthday	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013; Limitation Act 1980; Business need
MONITORING	ACCIDENTS AND INCIDENTS	ASBESTOS ACCIDENTS AND INCIDENTS	Incident reports estimate form Interview notes Photographs RIDDOR reports Staff Asbestos warning Witness statements	Destroy 40 years after date of occurrence	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995; Control of Asbestos Regulations 2006

HEALTH AND SAFETY

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
MONITORING	ACCIDENTS AND INCIDENTS	HAZARDOUS ACCIDENTS AND INCIDENTS	Incident reports Incident investigation costing estimate form Interview notes Photographs RIDDOR reports Staff hazardous agents warning Witness statements	Destroy 40 years after date of occurrence	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995; Control of Substances Hazardous to Health (Amendment) Regulations 2004
MONITORING	ACCIDENTS AND INCIDENTS	HAZARDOUS SUBSTANCES EXPOSURE	Reports Medical reports	Destroy 40 years after termination of employment Note: This class forms part of a Safety, Health and Wellbeing case file. See Appendix 1 of full ARDP volume	Control of Substances Hazardous to Health (Amendment) Regulations 2004; Control of Lead at Work Regulations 2002; Work in Compressed Air Regulations 1996
MONITORING	INSPECTIONS	OFFICE INSPECTIONS	Checklist Report	Destroy 1 year after inspection report superseded	Business need
MONITORING	INSPECTIONS	EQUIPMENT AND PLANT INSPECTIONS	Examination reports Repair notes	Destroy 5 years from the date of examination / test / repair	Management of Health & Safety at Work Regulations 1999

HEALTH AND SAFETY

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
MONITORING	INSPECTIONS	RESPIRATORY PROTECTIVE	Examination reports Repair notes	Destroy 50 years from date of last entry	Management of Health & Safety at Work
MONITORING	INSPECTIONS	LEGIONELLOSIS INSPECTIONS	Inspection assessments	Destroy 40 years after date of occurrence	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995; Control of
MONITORING	INSPECTIONS	ASBESTOS INSPECTIONS	Asbestos reinspection assessments	Destroy 40 years after disposal of property/termination of lease	Business need; Control of Asbestos Regulations 2012
MONITORING	INSPECTIONS	WASTE DISPOSAL INSPECTIONS	Duty of Care notices Statistics Transfer and consignment notes	Destroy 3 years after deposit of waste	The Hazardous Waste (England and Wales) Regulations 2005
PERMITS TO WORK			Permits to work (Mechanical & Electrical, Hot Works, Petroleum and Fuel Oil (POL)) Related documentation (e.g. plans, schematics, surveys and reports)	Destroy 3 years from date information created	Business need; Health and Safety Executive guidance
			Permits to work (Confined Spaces) Related documentation (e.g. plans, schematics, surveys and reports)	Destroy 7 years from date information created	Business need; Health and Safety Executive guidance
PLANNING AND STRATEGY			Agenda Minutes Team forecast planning (Commons) (Lords) Resource plans	Destroy 5 years after end of year records relate to	Business need
POLICY MAKING			Correspondence Inclusion analysis Policy Precedent records Working papers	Transfer to Parliamentary Archives when policy superseded	Historical value
PROCEDURES AND GUIDANCE			Evacuation procedures and guidance Fire procedures and guidance Inclusion analysis Safety, Health and Wellbeing procedures and guidance Other procedures and guidance	Transfer to Parliamentary Archives when procedures superseded	Historical value
REPORTING			Fire calls		

HEALTH AND SAFETY

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
			Health and Safety activity report Statistics	Destroy 5 years after end of year records relate to	Business need; Regulatory Reform (Fire Safety) Order 2005
RISK MANAGEMENT	EQUIPMENT REQUIREMENT ASSESSMENTS		Assessment Assessment review	Destroy 7 years after review of assessment	Health and Safety at Work etc Act 1974; Regulatory Reform (Fire Safety) Order 2005

HEALTH AND SAFETY

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
RISK MANAGEMENT	REGISTERS		Fire Risk Assessment register Register of arrangements with external emergency service organisations	An active record, updated regularly. If register is superseded/becomes obsolete/redundant, destroy 7 years after register last accessed	Business need
RISK MANAGEMENT	PERSONAL EMERGENCY EVACUATION PLANS (PEEPS)		PEEP document PEEP register	Delete once confirmed that the PEEP is no longer in active use.	Business need
RISK MANAGEMENT	ASBESTOS REGISTER		Asbestos Register	Destroy 40 years after disposal of property/termination of lease	Business need; Control of Asbestos Regulations 2012
RISK MANAGEMENT	EYE SIGHT TESTS		Application forms	Destroy 3 years after end of financial year in which form submitted Note: This class forms part of a Safety, Health and	Business need
RISK MANAGEMENT	RISK ASSESSMENTS	FIRE RISK ASSESSMENTS	Risk Assessment form	Destroy 7 years after action completed	Regulatory Reform (Fire Safety) Order 2005
RISK MANAGEMENT	RISK ASSESSMENTS	HAZARDOUS SUBSTANCES	COSHH assessment form Material Safety Data Sheets (MSDS) Recommended actions	Destroy 40 years after form is superseded	Control of Substances Hazardous to Health Regulations 2002
			Significant findings of risk assessment undertaken in accordance with reg.6	Destroy when superseded or 40 years after action completed - whichever is longer	Control of Substances Hazardous to Health Regulations 2002
RISK MANAGEMENT	RISK ASSESSMENTS	OFFICE AND WORKPLACE RISK	Risk Assessment form	Destroy 7 years after superseded	Business need
RISK MANAGEMENT	RISK ASSESSMENTS	STAFF RISK ASSESSMENTS	DSE (Display screen Equipment) workstation form Risk Assessment form	Destroy 10 years following termination of employment Note: This class forms part of a Safety, Health and	Limitation Act 1980
RISK MANAGEMENT	RISK ASSESSMENTS	WORKS/ BUILDING PROJECTS	Risk Assessment form	Destroy 7 years after completion of project	Limitation Act 1980
RISK MANAGEMENT	SAFETY ACTION PLANS		Safety action plan	Destroy 7 years after plan is completed	Business need

HUMAN RESOURCES

KEYWORD 1: HUMAN RESOURCES

Human Resources is the function of managing people employed by the House administrations. It includes recruitment (i.e. hiring processes), maintenance of pay and grading systems, pay negotiations and superannuation, performance management, promotion, reviewing posts and grading, training and staff development. It also includes the maintenance of industrial relations with employees and their representatives.

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
ABSENCE ATTENDANCE AND LEAVE	ANNUAL LEAVE		Annual leave form Sale of annual leave	Destroy 6 years after end of leave year to which records relate	Business need
ABSENCE ATTENDANCE AND LEAVE	ATTENDANCE MANAGEMENT		Appeal Correspondence Details of poor attendance Details of action taken Referrals	Destroy 6 years after end of year records relate to. If the action results in loss of pay, keep until 100th birthday of employee.	Limitation Act 1980, Pension administration House of Commons Staff Handbook, House of Lords Staff Handbook
ABSENCE ATTENDANCE AND LEAVE	ATTENDANCE MANAGEMENT		Trigger reports	Destroy 6 months after last accessed	Business need
ABSENCE ATTENDANCE AND LEAVE	HOURS AND WORKING PATTERNS		Time sheets Rotas Working pattern Records of attendance and absence	Destroy 6 years after end of year records relate to	Management of Health and Safety at Work Regulations 1999; Statutory Sick Pay (General) Regulations 1982; Limitation Act 1980; business need
ABSENCE ATTENDANCE AND LEAVE	HOURS AND WORKING PATTERNS		Sick leave records (HL only)	Destroy 4 years after end of year records relate to	Business need
ABSENCE ATTENDANCE AND LEAVE	MATERNITY LEAVE		Correspondence Maternity leave form DWP maternity certificate (MAT B1)	Destroy 6 years after end of maternity leave	The Maternity & Parental Leave Regulations 1999

HUMAN RESOURCES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
ABSENCE ATTENDANCE AND LEAVE	MEDICAL LEAVE		Signed Statement of Fitness for work (formally 'sick notes') Signed Self certificate of absence form	Destroy 6 years after end of medical leave	Management of Health and Safety at Work Regulations 1999; Statutory Sick Pay (General) Regulations 1982; Limitation Act 1980
ABSENCE, ATTENDANCE AND	PARENTAL LEAVE		Correspondence Parental leave form	Destroy 6 years after completion of entitlement	The Maternity & Parental Leave Regulations 1999
ABSENCE, ATTENDANCE AND LEAVE	PATERNITY LEAVE		Correspondence SC3 Paternity leave form	Destroy 6 years after completion of entitlement	The Maternity & Parental Leave Regulations 1999
ABSENCE, ATTENDANCE AND LEAVE	SHARED PARENTAL LEAVE		Application forms Meeting notes Correspondence	Destroy 6 years after end of shared parental leave.	The Shared Parental Leave Regulations 2014
ABSENCE, ATTENDANCE AND LEAVE	SPECIAL LEAVE		Special leave form Career break form Correspondence	Destroy 6 years after completion of special leave	Business need
ADVICE			Papers Correspondence Contributions to other information, such as policies, equality analysis etc.	Destroy 6 years after action completed. Note: Anonymised advice can be kept longer as part of a knowledge base. If advice relates to a specific HR activity covered elsewhere in the policy, the disposal instruction for that activity should be followed.	Business need
ALLOWANCES			Overtime claims Uniform Travelling Subsistence Higher duties Expense claims	Destroy 3 years after end of financial year in which action was completed	National Audit Office/Inland Revenue advice
BOARDS AND GROUPS			Agenda Correspondence Minutes Reports Chair's Brief	Destroy 5 years after end of year records relate to	Business need

HUMAN RESOURCES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
COMPENSATION CLAIMS			Compensation claim form Correspondence Appeals	Destroy 7 years after finalisation of claim	Limitation Act 1980
DISCIPLINE	FORMAL WARNINGS		Alleged offence details Formal disciplinary letter Interview notes Reports Action taken details Appeal request Appeal outcome minutes Supporting evidence	Destroy 6 years after expiry of warning. If the action results in loss of pay, keep until 100th birthday of employee	Limitation Act 1980, Pension administration House of Commons Staff Handbook (Chapter 20:12), House of Lords Staff Handbook
DISCIPLINE	INFORMAL ACTION (HC)		Alleged offence details Informal warning letter Interview notes Note of informal warning Reports Action taken details Minutes	Destroy 2 years after date of informal warning Note: Managers should delete any notes of informal action and informal support 6 months after warning expires.	House of Commons Staff Handbook
DISCIPLINE	INFORMAL WARNINGS (HL)		Alleged offence details Informal warning letter Interview notes Note of informal warning Reports Action taken details Minutes	Destroy when informal warning expires Note: Managers should delete any notes of informal action and informal support immediately after warning expires.	House of Lords Discipline Procedures

HUMAN RESOURCES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
DISCIPLINE	PENDING		Alleged offence details Correspondence Interview notes Reports	Destroy 6 years after initial allegation is made if alleged offence is still pending action Once outcome of allegation is known. Move documents either to the unsubstantiated or substantiated section of the staff member's personnel file before closing folder.	House of Commons Staff Handbook, House of Lords Staff Handbook, business need
DISCIPLINE	UNSUBSTANTIATED		Alleged offence details Interview notes Reports	Destroy immediately after allegations of misconduct are proven to be unfounded.	House of Commons Staff Handbook, House of Lords Staff Handbook, business need
DISCIPLINE	SUBSTANTIATED		Alleged offence details Interview notes Reports Action taken details Appeal request Appeal outcome Minutes	Destroy 6 years after action completed. If the action results in loss of pay, keep until 100th birthday of employee	Limitation Act 1980; Pension administration
EMPLOYEE RELATIONS	EMPLOYMENT TRIBUNALS		Reports Correspondence	Destroy 6 years after completion of case	Limitation Act 1980
EMPLOYEE RELATIONS	NEGOTIATIONS		Pay awards Agreements Correspondence Minutes Meeting notes	Destroy 12 years after completion of negotiation or class action	Limitation Act 1980

HUMAN RESOURCES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
EMPLOYEE RELATIONS	NEGOTIATIONS		Formal pay agreements	Destroy 30 years after final agreement	Business need
EMPLOYEE RELATIONS	NEGOTIATIONS		Terms and conditions	Transfer to the Parliamentary Archives immediately after completion of negotiation	Historical value
EMPLOYEE RELATIONS	STAFF SUGGESTIONS		Suggestion forms Correspondence	Destroy 2 years after action completed	Business need
EMPLOYEE RELATIONS	STAFF SURVEY		Staff survey development Correspondence Report	Destroy 10 years after staff survey superseded Individual responses to corporate staff surveys are not kept for this period of time. All responses are sent confidentially to the company conducting the survey on behalf of the organisation. These responses are collated by the company who then produces the results and destroys the individual responses.	Business need
EMPLOYEE RELATIONS	STAFF SURVEY		Corporate staff surveys	Destroy 1 year after final report is written	Business need
EMPLOYEE RELATIONS	STAFF SURVEY		Local staff surveys Local results	Destroy 5 years after survey completed	Business need

HUMAN RESOURCES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
EMPLOYEE RELATIONS	TRADE UNIONS	ADVICE	Correspondence	Destroy 10 years after last action	Business need
EMPLOYEE RELATIONS	TRADE UNIONS	AGREEMENTS	Formal agreements Tacit agreements	Destroy 10 years after termination of agreement	Business need
EMPLOYEE	TRADE UNIONS	INDUSTRIAL DISPUTES	Correspondence Interview notes Minutes Reports	Destroy 10 years after settlement of case	Business need
EMPLOYEE RELATIONS	TRADE UNIONS	MEETINGS	Correspondence Minutes Agenda	Destroy 10 years after last action	Business need
EMPLOYEE RELATIONS	TRADE UNIONS	TRADE UNION RECOGNITION	Correspondence Collective agreements	Transfer to the Archives 10 years after recognition decision made.	Historical value
EMPLOYEE RELATIONS	WHITLEY COMMITTEE		Agreements Correspondence Minutes	Transfer to Parliamentary Archives when action completed	Historical value

HUMAN RESOURCES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
EMPLOYMENT CONDITIONS	EMPLOYEE CONTACT INFORMATION		Address details Next of kin/emergency contact details	Destroy 6 years after employment ceases Data held in HR systems or in hardcopy should be deleted 6 years after employment ceases. N.B. Personal information about an employee must be kept up to date and only current information retained.	Business need
EMPLOYMENT CONDITIONS	HEALTH DECLARATIONS		Health declaration form	Destroy 40 years after employment ceases	Management of Health and Safety at Work Regulations 1999
EMPLOYMENT CONDITIONS	TUPE (TRANSFER OF UNDERTAKINGS [PROTECTION OF EMPLOYMENT] REGULATIONS)		Business case Meeting notes Organisation structures Transfer agreements Employer liability information Communication plans	Destroy 6 years after TUPE process ends. Note: Information relating to changes made to an individual's employment conditions under TUPE should be kept with their other Work History information.	Business need; Limitation Act 1980
EMPLOYMENT CONDITIONS	WORK HISTORY		Terms and conditions Letter of Appointment Acceptance letter Supporting documentation Staff change form Complete sick leave absence record Working time directive opt-out form Higher duties and promotion Transfer/Secondment letter Flexible Working Partial Retirement Application Job description	Destroy when individual reaches 100th birthday (or 5 years after last action if later) Data held in HR systems or in hardcopy should be deleted 6 years after employment ceases. N.B. Personal information about an employee must be kept up to date and only current information retained.	Business need
EVENTS			Acceptances Agenda Ballots Correspondence Guest lists Invitation Staff selection	Destroy 3 years after end of year in which event was completed	Business need

HUMAN RESOURCES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
GRIEVANCES AND COMPLAINTS	INFORMAL GRIEVANCE		Notes	Destroy 1 year after last action	Business need
GRIEVANCES AND COMPLAINTS	FORMAL GRIEVANCES		Action taken External harrassment investigators' Internal mediators' evaluations from the Interview notes parties Preliminary assessment Recommendations Reports	Destroy 6 years after outcome of case	Limitation Act 1980; House of Commons Handbook
INCLUSION	BENCHMARKING DATA		Summary data supplied to external groups for the purposes of benchmarking Reports Correspondence	Destroy 3 years after action completed	Business need
INCLUSION	EMPLOYEE DIVERSITY INFORMATION		Data relating to, for example, sexual orientation, religious belief, disability, gender identity, social and family background	Destroy 6 years after employment ceases	Business need
INSURANCE			Insurance policy Correspondence Policy renewal notice	Destroy 6 years after end of financial year in which policy expires	Limitation Act 1980
LEARNING AND DEVELOPMENT			Information relating to the bookings and administration, and development and content of: Training Informal learning Coaching and Mentoring Online learning Professional qualifications Induction courses	Destroy 6 years after course held	Business need

HUMAN RESOURCES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
LEARNING AND DEVELOPMENT			Staff training logs	Review 6 years after employment ceases Note: Destroy all training records <u>except</u> those recording training on exposure to noise, asbestos and other hazardous materials. Destroy training records on exposure to noise, asbestos and other hazardous materials 40 years after employment ceases.	Control of Asbestos Regulations 2006; Control of Lead at Work Regulations 2002; Control of Substances Hazardous to Health (Amendment) Regulations 2004
LEAVERS	DEATH IN SERVICE		Correspondence	Destroy 6 years after employment ceases	Business need
LEAVERS	MANAGED EXITS (HC & PDS)		Application form Assessment Correspondence Quote Exit interview Redundancy payment	Destroy successful applications 6 years after employment ceases Note: Data also held on HAIS/HAISL systems and in hardcopy. Delete data from system 6 years after employment ceases.	Limitation Act 1980
			Unsuccessful applications	Destroy 2 years after application unsuccessful Note: Data also held on HAIS/HAISL systems and in hardcopy. Delete data from system 2 years after scheme ceases.	Business need
			Proposals relating to application of scheme	Destroy 6 years after scheme ceases	Limitation Act 1980
LEAVERS	OUTSTANDING PAYMENTS		Change form Correspondence	Destroy when individual reaches 100th birthday (or 5 years after last action if later)	Limitation Act 1980
LEAVERS	RESIGNATION		Correspondence Exit interview	Destroy 6 years after employment ceases	Limitation Act 1980
LEAVERS	RETIREMENT		Correspondence Exit Interview	Destroy 6 years after employment ceases	Limitation Act 1980

HUMAN RESOURCES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
PAY	BENEFITS	CHILDCARE VOUCHERS	Application form Agreement signed by employee Correspondence	Destroy 4 years after entitlement ceases	Business need
PAY	BENEFITS	LOANS	Correspondence Application form Receipts	Destroy 6 years after loan repaid	Business need
PAY	NON-PENSIONABLE RECORDS	BANK DETAILS	Current bank details	Destroy 3 years after end of financial year in which employment ended	National Audit Office/Inland Revenue advice
PAY	NON-PENSIONABLE RECORDS	INCOME TAX AND NATIONAL INSURANCE	Notice of Tax code change Annual return of pay and tax deducted Correspondence with tax office	Destroy 6 years after end of the financial year to which the records relate	Income Tax (Pay As You Earn) Regulations 2003; Taxes Management Act 1970

HUMAN RESOURCES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
PAY	NON-PENSIONABLE RECORDS	OVER PAYMENTS AND ADVANCES	Correspondence Repayment agreement Advance payment agreement	Destroy 6 years after repayment or write-off	Limitation Act 1980
PAY	NON-PENSIONABLE RECORDS	SALARY PAYMENT DETAILS	Payslips Payment records Payroll input forms Maternity/Paternity pay document Bonuses	Destroy 3 years after end of financial year records relate to	National Audit Office/Inland Revenue advice; Taxes Management Act 1970; Statutory Maternity Pay (General) Regulations 1986
PAY	PAY SYSTEMS		Calculations relating to increases in rates of pay for staff following a pay reward Authorities to payroll Correspondence Questions from staff relating to rates of pay, non-consolidated payments etc	Destroy when individual reaches 100th birthday (or 5 years after last action if later)	Pensions administration; Business need
PAY	PENSION RECORDS		Annual return of pay and tax deducted Maternity/Paternity pay document Bonuses Payroll history Details of Estimates and awards Additional voluntary contributions (AVCs) Marriage, death certificates or similar (copies) Death benefit nomination or revocation forms Unpaid leave periods Sick absence records Disciplinary action affecting terms and conditions or salary, records of Appointment letter Probation confirmation Records of payments made/received Resignation, termination and retirement letters to staff	Destroy when individual reaches 100th birthday (or 5 years after last action if later)	Pensions administration; Business need
PENSION SCHEMES			Correspondence Monthly/annual pension payroll reports	Destroy 3 years after end of financial year records relate to	National Audit Office/Inland Revenue advice

HUMAN RESOURCES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
PENSION SCHEMES			Participation Agreement	Destroy 6 years after agreement superseded/becomes obsolete Note: The house Administrations do not administer their own pension schemes. Instead, under Schedule 1 of the Superannuation Act 1972, both houses have signed a Participation Agreement to become part of the Civil Service pension arrangements. The Cabinet Office hold the contract and appoint the pension administrators for the Civil Service Pension Scheme.	Limitation Act 1980; business need
PERFORMANCE MANAGEMENT	ANNUAL EMPLOYEE PERFORMANCE		Performance and development reviews Inefficiency performance correspondence	Destroy 6 years after end of reporting year	Business need
PERFORMANCE MANAGEMENT	COLLEAGUE FEEDBACK		Individual reports Team-wide reports	Destroy 3 years after end of reporting year Note: This term includes, although is not limited to, 180 and 360 feedback given as part of formal and informal development programmes.	Business need
PERFORMANCE MANAGEMENT	COMPETENCIES		Core Competency framework Framework development	Transfer to Parliamentary Archives when framework superseded	Historical value
PERFORMANCE MANAGEMENT	MANAGING POOR PERFORMANCE (HC & PDS)		Correspondence Note of informal discussion Written warning Minutes Perfromance targets Report	Destroy 6 months after warning expires	House of Commons Staff Handbook

HUMAN RESOURCES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
PERFORMANCE MANAGEMENT	MANAGING CAPABILITY (HL)		Correspondence Note of informal discussion Written warning Minutes Perfromance targets Report	Destroy 6 months after warning expires Note: If formal capability procedure is reopened before the end of six months, retention for these records must be reset.	House of Lords Staff Handbook
PERFORMANCE MANAGEMENT	PROBATION		Probation forms	Destroy 3 years after action completed Note:Other Performance Management or Discipline activities can also apply during probation. See these activities if needed.	Civil Service Commission – Recruitment Principles 2018
PLANNING AND STRATEGY			Agenda Minutes Team forecast planning (Commons) Depatment forecast planning (Lords) Resource plans	Destroy 5 years after end of year records relate to	Business need
POLICY MAKING			Correspondence Policy Precedent records Working papers Inclusion analysis	Transfer to Parliamentary Archives when policy superseded/becomes obsolete	Historical value
PROCEDURES AND GUIDANCE	CORPORATE		Staff handbook Guidance documents Inclusion analysis	Transfer to Parliamentary Archives when procedure/guidance superseded	Historical value

HUMAN RESOURCES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
PROCEDURES AND GUIDANCE	DEPARTMENTAL		Local office procedures	Destroy 1 year after procedure/guidance superseded	Business need
PROGRAMMES AND PROJECTS	CATEGORY A, B AND C PROGRAMMES AND PROJECTS - GOVERNANCE		Assurance/checkpoint reports Board minutes Business case Change management/engagement strategy and plan Equality/inclusivity assessment Mandate Stakeholder engagement strategy and plan, stakeholder maps Summary/highlight report	Transfer to the Parliamentary Archives after programme/project is completed. When the programme/project meets selection criteria in the Collection Development Policy e.g. How Parliament Works, then all programme/project management (i.e. PMO-level) information should be transferred.	Historical value and Business need
PROGRAMMES AND PROJECTS	CATEGORY A, B AND C PROGRAMMES AND PROJECTS - OTHER DOCUMENTATION		Change impact assessments Communication artefacts Communications strategy and plan Key stakeholder update Integrated assurance and approvals plan RACI - Responsibility Assignment Matrix RAID log (risk register) Set up for Success form (S4S) Terms of Reference	Destroy 6 years after programme/project has ended.	Limitation Act 1980 and Business need
PROGRAMMES AND PROJECTS	LOCAL PROJECTS		Communications Delivery plan Project plan Stakeholder map	Destroy 6 years after project has ended.	Limitation Act 1980 and Business need

HUMAN RESOURCES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
RECRUITMENT	ADVERTISEMENTS		Job descriptions (draft and final) Job advert	Destroy 3 years after job description superseded/becomes obsolete	Business need
RECRUITMENT	ANALYSIS		Data on ethnicity, disability, age, gender identity, sexual orientation, religious belief, caring responsibilities Anonymised summary about job applicants	Destroy 3 years after completion of appointment This disposal instruction refers to forms completed as part of an individual's initial job application. Anonymised statistical information can be kept longer as part of a knowledge base.	Civil Service Commission – Recruitment Principles 2018; Equality Act 2010
RECRUITMENT	INDUCTION		Line manager checklists for new starters Induction activities	Destroy 3 years after action completed	Civil Service Commission – Recruitment Principles 2018
RECRUITMENT	REGISTERS		Work experience log	An active record, updated regularly. If log becomes superseded/obsolete/redundant, destroy 1 year after last action	Business need
RECRUITMENT	SELECTION		Sift results Board reports Test results	Destroy 3 years after the completion of appointment.	Civil Service Commission – Recruitment Principles 2018
RECRUITMENT	SUCCESSFUL CANDIDATES		Application form Curriculum vitae Certificates	Destroy 6 years after contract ends	Limitation Act 1980; Chartered Institute of Personnel and Development (CIPD) guidelines

HUMAN RESOURCES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
RECRUITMENT	UNSOLICITED APPLICATIONS		Applications for employment Correspondence	Destroy immediately after application received	Business need
RECRUITMENT	UNSUCCESSFUL CANDIDATES (House of Commons and PDS Only)		Application form Curriculum Vitae Certificates	Destroy 2 years after the completion of appointment	Business need; Civil service practice
RECRUITMENT	UNSUCCESSFUL CANDIDATES (House of Lords Only)		Application form Curriculum Vitae Certificates	Destroy 1 years after the completion of appointment	Business need; CIPD Best Practice
REPORTING			Statistics Employee change log Grievance registers Reports	Destroy 3 years after end of year records relate to.	Business need
			Workforce Information • Reports and statistics on diversity, turnover, starters and leavers, etc	Destroy 6 years after end of year records relate to.	Business need

HUMAN RESOURCES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
STAFF RECOGNITION			Honours nominations	Transfer to the Parliamentary Archives after recognition process complete	Historical value
			Correspondence Nomination forms Recognition details		
			House/departmental recognition awards		
				Destroy 2 years after recognition awarded	Business need
WHISTLEBLOWING			Reports Interview notes Action taken	Destroy 6 years after outcome of case Note: Certain information relating to records of informal and formal procedures will be held by the Diversity Manager for monitoring purposes.	House of Commons Policy on Disclosing Malpractice or Impropriety Policy, House of Lords Policy on Disclosing Malpractice
WORK PLACEMENTS	SCHEME MANAGEMENT		Proposals relating to funding Correspondence Negotiations for additional placements	Destroy 6 years after scheme ceases	Limitation Act 1980
WORK PLACEMENTS	INTERNSHIPS AND PLACEMENTS		Correspondence Application forms Terms and Conditions Details of work performed	Destroy 1 year after end of calendar year in which placement ends	Business need
WORK PLACEMENTS	WORK EXPERIENCE		Correspondence Application forms Terms and Conditions Details of work performed	Destroy 1 year after end of calendar year in which placement ends	Business need
WORKFORCE PLANNING	STAFF COMPLEMENT		Organograms Headcounts Age/gender profile	Destroy 3 years after final document superseded	Business need

HUMAN RESOURCES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
WORKFORCE PLANNING	RESOURCING		Circulation lists Application for approval to fill a vacancy form Resource request forms Business cases for new posts Recruitment Authorisation Panel forms	Destroy 1 year after last action	Business need
WORKFORCE	JOB EVALUATION		Correspondence Reports Assessments Job analysis forms Scoring sheets Working papers	Destroy 7 years after review complete	Business need
WORKFORCE PLANNING	TALENT MANAGEMENT		Core Competency Framwork Framework development	Transfer to the Parliamentary Archives when framework superseded.	Historical value
			Skills registers	Destroy immediately once register is superseded	Business need
			Succession Planning	Destroy 5 years after plan finalised.	Business need
WORKPLACE ADJUSTMENTS			Inclusion Passports (HL) Workplace Adjustments Passport (HC) Transitioning at Work plan Loq of requests Reports on individuals Correspondence	Destroy 6 years after employment ceases	Business need; data protection principles

INFORMATION MANAGEMENT

KEYWORD 1: INFORMATION MANAGEMENT

The function by which the Houses collect, manage, preserve, provide access to and, where appropriate, dispose of information and information resources they hold.

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
ADVICE			Correspondence	Destroy 5 years after action completed	Business need
ASSURANCE			Accreditation Decision Record Accredited systems log Working papers Correspondence	Destroy 5 years after action completed. Note: When an assurance activity relates to a system, action completed will refer to the decommissioning of the system.	Business need
BOARDS AND GROUPS			Agenda Circulated papers Circulation lists Correspondence Minutes	Destroy 5 years after end of year records relate to	Business need
COMPLIANCE	DATA PROTECTION		Complaint records Correspondence Data Protection incident log Individual rights requests and responses (e.g. subject access requests, requests for erasure).	Destroy 2 years after case closure. Note: For the purposes of knowledge management, selected records may be retained for longer. All personal data must be removed prior to this.	Business need; Data Protection Legislation
COMPLIANCE	DATA PROTECTION	DATA PROTECTION IMPACT ASSESSMENT	Data Protection Impact Assessment (DPIA)	Destroy 6 years after action completed. Note: Action completed refers to the solution/system/project/event the DPIA is for coming to an end.	Business need; Data Protection Legislation.
COMPLIANCE	DATA PROTECTION	PRIVACY NOTICES	Privacy notice	Destroy 6 years after new version has been introduced.	Business need, Limitation Act 1980.
COMPLIANCE	ENVIRONMENTAL INFORMATION REGULATIONS		Correspondence Copies of information disclosed Complaint records	Destroy 5 years after case closure	Business need; Best practice

INFORMATION MANAGEMENT

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
COMPLIANCE	FREEDOM OF INFORMATION	REQUESTS	Correspondence Copies of information disclosed Complaint records	Destroy 5 years after case closure	Business need; Best practice
			Original certificates signed under 34(3) and/or 36(7)	Transfer to Parliamentary Archives Note: Draft copies of certificates held electronically will be deleted with other records relating to that activity.	Historical value
			House of Commons: From request correspondence, in the case of an exemption under s.34 and/or s.36: Original request Final response	Transfer to the Parliamentary Archives	Historical value
COMPLIANCE	FREEDOM OF INFORMATION	LOGS	Freedom of Information request log Freedom of Information disclosure log	Destroy 5 years after log superseded/closed Note: Any logs which also feature on the Internet should not be retained longer than the period stated for retention of the master copy.	Business need
COMPLIANCE	FREEDOM OF INFORMATION	PUBLICATION SCHEME	Consultation papers Correspondence	Destroy 3 years after version of scheme is superseded	Business need
CONTROL			File list SharePoint registry Taxonomies Templates	Active records, updated regularly. If record is superseded/becomes obsolete destroy 10 years after last action	Business need
			Access to closed records forms	Destroy 10 years after date created.	Business need

INFORMATION MANAGEMENT

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
DISPOSAL			Appraisal criteria Appraisal decision forms Correspondence Signed destruction authorisation forms Lists of record destroyed Record transfer forms	Transfer to Parliamentary Archives immediately after action completed Note: Transfer/export instruction applies to copies held by the Parliamentary Archives only . Local copies of this information should be reviewed and destroyed after 10 years.	Historical value
INTELLECTUAL PROPERTY			Copyright declaration forms Correspondence Reproduction rights	Destroy 6 years after end of year records relate to	Limitation Act 1980
LICENSING			Software licence Software request Usage information Quote from supplier	Destroy 5 years after licence expires	Business need
MONITORING			Assessments Interview notes Reports Surveys	Destroy 7 years after end of year records relate to	Business need

INFORMATION MANAGEMENT

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
PLANNING AND STRATEGY			Agenda Minutes Team forecast planning (Commons) Department forecast planning (Lords) Resource plans	Destroy 5 years after end of year records relate to	Business need
POLICY MAKING			Correspondence Policy Precedent records Inclusion analysis Working papers	Transfer to Parliamentary Archives when policy is superseded/becomes obsolete	Historical value
PROCEDURES AND GUIDANCE			Manuals, instructions and other guidance Inclusion analysis	Destroy 5 years after procedures superseded/become obsolete	Business need
PROGRAMMES AND PROJECTS	CATEGORY A, B AND C PROGRAMMES AND PROJECTS - GOVERNANCE		Assurance/checkpoint reports Board minutes Business case Change management/engagement strategy and plan Equality/inclusivity assessment Mandate Stakeholder engagement strategy and plan, stakeholder maps Summary/highlight report	Transfer to the Parliamentary Archives after programme/project is completed. When the programme/project meets selection criteria in the Collection Development Policy e.g. How Parliament Works, then all programme/project management (i.e. PMO-level) information should be transferred.	Historical value and Business need

INFORMATION MANAGEMENT

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
PROGRAMMES AND PROJECTS	CATEGORY A, B AND C PROGRAMMES AND PROJECTS - OTHER DOCUMENTATION		Change impact assessments Communication artefacts Communications strategy and plan Key stakeholder update Integrated assurance and approvals plan RACI - Responsibility Assignment Matrix RAID log (risk register) Set up for Success form (S4S) Terms of Reference	Destroy 6 years after programme/project has ended.	Limitation Act 1980 and Business need
PROGRAMMES AND PROJECTS	LOCAL PROJECTS		Communications Delivery plan Project plan Stakeholder map	Destroy 6 years after project has ended.	Limitation Act 1980 and Business need
REPORTING			Statistics Working papers	Destroy 7 years after end of year records relate to	Business need
RISK MANAGEMENT			Correspondence Incident register Risk register	Destroy 7 years after end of year records relate to	Business need
SECURITY			Correspondence Information security breaches Logs Registers of sensitive information Working papers	Destroy 5 years after last action	Business need
			Signed Record Officer Code of Practice Signed Records Management Code of Practice	Destroy 6 months after individual ceases to be a Record Officer	Business need; UK Data Protection Act 2018

KEYWORD 1: INFORMATION SYSTEMS AND TECHNOLOGY					
The function of developing, testing and implementing applications and databases to support the business needs of the Houses of Parliament to access, capture, store, retrieve, transfer, communicate and disseminate information through automated systems (voice and data).					
Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
APPLICATION SUPPORT			Business rules Development proposal Feasibility study Flowchart Installation guide Pilot test sheets Rectification Release document Survey Support manual Specifications Test report Wireframe document	Destroy 3 years after application becomes redundant/ is replaced	Business need
BOARDS AND GROUPS			Agenda Circulated papers Circulation lists Correspondence Minutes	Destroy 5 years after end of year records relate to	Business need
ENTERPRISE ARCHITECTURE			Software updates	Destroy 3 years after software becomes redundant/ is replaced	Business need
LICENSING			Software licence Software request Named users list Quote from supplier Usage Information	Destroy 1 year after licence expires.	Principle 5 of the UK Data Protection Act 2018; Business need
MONITORING	EVALUATION		Service improvement checks	Destroy 3 years after end of year records relate to	Business need
MONITORING	LOGS		IT Forensic Log	Destroy 1 year after end of year records relate to	Business need
PERFORMANCE MANAGEMENT			Performance reports	Destroy 3 years after end of year to which records relate	Business need

INFORMATION SYSTEMS AND TECHNOLOGY

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
PLANNING AND STRATEGY			Agenda Minutes Team forecast planning (Commons) Department forecast planning (Lords) Resource plans	Destroy 3 years after end of year to which records relate	Business need
POLICY MAKING			Correspondence Policy Precedent records Working papers Inclusion analysis	Transfer to Parliamentary Archives when policy superseded	Historical value
PROCEDURES AND GUIDANCE			Manuals, instructions and guidance Inclusion analysis	Destroy 3 years after procedures superseded/ becomes obsolete	Business need
PROGRAMMES AND PROJECTS	Category A and B Programmes and Projects – Governance		Key governance documentation, including but not limited to; Business case Board minutes Change management/engagement strategy and plan Closure Record Equality/Inclusion Analysis Inclusion Analysis Integrated Assurance and Approval Plan (IAAP) Mandate Programme Summary Report (PSR) Stakeholder engagement strategy and plan, stakeholder maps	Transfer to the Parliamentary Archives after programme/project is completed When the programme/project meets the Collection Development Policy selection criteria e.g. How Parliament Works, then all programme/project management information should be transferred	Historical value, business need

INFORMATION SYSTEMS AND TECHNOLOGY

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
PROGRAMMES AND PROJECTS	Category A and B Programmes and Projects – Other documents		All other project delivery documentation, including but not limited to; Change Approvals Board – Request for Change High level design Information and Cyber Security Accreditation Plan/Roadmap RAID log Set up for Success form (S4S) Service Transition Checklist	Destroy 6 years after project has ended	Limitation Act 1980, business need
PROGRAMMES AND PROJECTS	Category C Programmes and Projects – Governance		Key governance documentation, including but not limited to; Business case Change management/engagement strategy and plan Closure Record Equality/Inclusion Analysis Programme Summary Report (PSR) Stakeholder engagement strategy and plan, stakeholder maps	Transfer to the Parliamentary Archives after programme/project is completed. When the programme/project meets the Collection Development Policy selection criteria e.g. How Parliament Works, then all programme/project management information should be transferred. Low-level/routine delivery information should still be destroyed after 6 years.	Historical value, business need
PROGRAMMES AND PROJECTS	Category C Programmes and Projects – Other documentation		All other project delivery documentation, including but not limited to; Actions & Decisions log Change Approvals Board – Request for Change Change impact assessment Communication artefacts Communications strategy and plan High level design Key stakeholder update RACI - Responsibility Assignment Matrix RAID log Information and Cyber Security Accreditation Set up for Success form (S4S) Service Transition Checklist	Destroy 6 years after project has ended	Limitation Act 1980, business need
PROGRAMMES AND PROJECTS	Local projects		Including but not limited to; Communications Delivery plan Project Plan Stakeholder map	Destroy 6 years after project has ended	Business need

INFORMATION SYSTEMS AND TECHNOLOGY

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
REPORTING			Statistics Working papers	Destroy 5 years after end of year records relate to	Business need
RESEARCH			Research paper Working papers	Destroy 3 years after action completed	Business need
RESEARCH			Audio/Visual Research Research audio/visual of interview Written transcript or summary notes of the audio/visual material Consent forms	Destroy 1 year after interview takes place.	Business need
RISK MANAGEMENT			Correspondence Risk register Working papers	Destroy 3 years after end of year to which records relate	Business need
SECURITY	ASSESSMENTS		Assessments of information systems & technology security standards	Transfer to the Parliamentary Archives after finalisation of assessment.	Historical Value
SECURITY	REPORTS		Correspondence Security infringement reports	Destroy 1 year after action completed.	Business need
SERVICE DELIVERY	CHANGE MANAGEMENT		Change record	Destroy 6 years after change record closed.	Business need
SERVICE DELIVERY	HARDWARE ASSET MANAGEMENT		Hardware asset management record	Destroy 6 years following year of final amortisation.	Business need
SERVICE DELIVERY	INCIDENT MANAGEMENT		Incident record	Destroy 6 years after incident record closed.	Business need
SERVICE DELIVERY	KNOWLEDGE		Knowledge articles	Destroy 6 years after article has been superseded/becomes obsolete.	Business need
SERVICE DELIVERY	PERFORMANCE REPORTING		Anonymised user analytics ServiceNow performance reports	Destroy 6 years after end of year records relate to.	Business need
SERVICE DELIVERY	PROBLEM MANAGEMENT		Problem record	Destroy 6 years after request record closed.	Business need
SERVICE DELIVERY	REQUEST MANAGEMENT		Request record	Destroy 6 years after request record closed.	Business need
SERVICE DELIVERY	USER RECORD		User record	Destroy 3 months after individual has left Parliament and returned hardware.	Business need; Data Protection legislation

LEGAL SERVICES

KEYWORD 1: LEGAL SERVICES

The function of providing legal services to Parliament. Includes the interpretation and provision of advice to Parliament regarding legal matters, the drawing up of legal agreements and the handling of legal action and disputes.

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
ADVICE			Correspondence, including requests for advice from internal clients and advice provided, regarding: Charities Contempt of the House and Penal Jurisdictions Copyright Data Protection Freedom of Information Intellectual Property Human Rights Privilege Procedure Public Inquiries Standards in Public Life Judicial Review	Transfer to the Parliamentary Archives when information no longer required for business use.	Historical value
LITIGATION			Correspondence relating to issues setting a legal precedent	Transfer to the Parliamentary Archives after end of year action completed.	Historical value
			Correspondence for claims regarding personal injury (HC only)	Destroy 7 years after file closure.	Limitation Act 1980
			Correspondence relating to individual employment cases	Destroy 7 years after settlement or withdrawal date	Limitation Act 1980
PLANNING AND STRATEGY			Agenda Minutes Team forecast planning (Commons) Department forecast planning (Lords) Resource plans	Destroy 5 years after end of year which records relate to	Business need
PROCEDURES AND GUIDANCE			Circulars Guidance Inclusion analysis Manuals	Destroy 5 years after procedures superseded/become obsolete.	Business need

LEGISLATION

KEYWORD 1: LEGISLATION					
The function of managing and administering the passage of government bills, private Members' bills, private legislation, hybrid bills, delegated legislation (excluding consideration by select or joint committees) and Church of England measures through Parliament.					
Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
BALLOTS			Ballot book (Private Members' Ballots) (HC only) Daily update of ballot book circulated with the Vote Bundle (Private Members' Ballots) (HC only)	Destroy 5 years after last action	Business need
MEASURES			Draft measures (circulated to Ecclesiastical committee members) Certified proof copies of measures Comments and explanations by the General Synod Correction slips Royal Assent Transcripts of deliberations Vellums	Transfer to Parliamentary Archives at end of session records relate to	Historical value
PARLIAMENTARY PROCEDURE	GOVERNMENT BILLS PROCEDURE		Correspondence Notes	Destroy 5 years after last action Note: If information is likely to be of use beyond 5 years, it should be added to a precedent file.	Business need
PARLIAMENTARY PROCEDURE	GUIDES AND LEAFLETS		Guidance notes Leaflets	Transfer to Parliamentary Archives 5 years after last action	Historical value
PARLIAMENTARY PROCEDURE	PRECEDENT FILES		Correspondence Notes	Review 5 years after last action. Transfer to Parliamentary Archives immediately after review Note: Review records prior to transfer or export and destroy/delete published material e.g. extracts from Hansard.	Historical value
PARLIAMENTARY PROCEDURE	PRIVATE MEMBERS BILL PROCEDURE		Correspondence Notes	Destroy 5 years after last action Note: If information is likely to be of use beyond 5 years, it should be added to a precedent file.	Business need
PARLIAMENTARY PROCEDURE	STANDING ORDERS		Proofs and drafts of Standing Orders	Destroy 7 years after last action	Business need

LEGISLATION

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
PLANNING AND STRATEGY			Agenda Minutes Team forecast planning (Commons) Department forecast planning (Lords) Resource plans	Destroy 5 years after end of year in which records relate to	Business need
PRIVATE LEGISLATION			Acts: Certified proof copies of Acts Correction slips Royal Assent Vellums Commission of Royal Assent Commission of Prorogation	Transfer to Parliamentary Archives when after end of session records relate to	Historical value
PRIVATE LEGISLATION			Bills: Amendment lists (including Marshalled list of amendments (HL only) Authorities Printed Bills Correspondence (substantive) House Bills (endorsed) Petitions Private legislation material (including explanatory memoranda and notes, plans/maps and associated documentation, and precedent copies of Bills) Records of Examiner of Petitions for Private Legislation (including memorials and transcripts) Selection lists (HC only) Taxation of costs Correspondence (routine) Advice from House Counsel	Transfer to Parliamentary Archives after end of session to which the records relate Note: Review records prior to transfer or export and destroy/delete published material and routine records.	Historical value

LEGISLATION

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
PRIVATE LEGISLATION			House Bills (Table copies - HC only)	Destroy 1 session after the end of the session to which the records relate	Business need
			Messages from one chamber to the other	Destroy at end of session to which the records relate	Business need
			Special Procedure Orders (including maps and plans deposited with orders) Scottish Provisional Orders (including maps and plans deposited with orders, draft orders, petitions and other associated documentation)	Transfer to Parliamentary Archives after end of session to which the records relate Note: Review records prior to transfer or export and destroy/delete published material and routine records.	Historical value
PRIVATE LEGISLATION	NON-SUBSTANTIVE LEGISLATION CHANGES		Correspondence	Transfer to the Parliamentary Archives after end of session records relate to. Note: A copy of the correspondence may be retained by the originating office as part of a precedent file when the master is transferred to the Parliamentary Archives. It must be clearly marked as a copy.	Historical value
PROCEDURES AND GUIDANCE			Procedures Guidance Inclusion analysis	Transfer to Parliamentary Archives when procedures superseded/become obsolete Note: Review records prior to transfer or export and destroy/delete published material and routine records.	Historical value

LEGISLATION

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
PUBLIC BILLS			Acts: Certified proof copies of Acts Commission of Prorogation Correction slips Commission of Royal Assent	Transfer to Parliamentary Archives	Historical value
			Bills Development: Draft Bills House Bills (endorsed) Authorities Explanatory memorandum/notes for public bills Printed Bills House Bills (Table copies- HC only) Selection lists (HC only)	House of Lords: Transfer to Parliamentary Archives at end of session to which the records relate Note: Review records prior to transfer or export and destroy/delete published material and routine records. House of Commons: Review one session after the end of session to which the records relate. Destroy following review Note: If information is likely to be of use beyond years, it should be added to a precedent file Both Houses In instances where a Bill is not introduced until a later session or Parliament, or, is carried-over or re-introduced in a new session or new Parliament. Information may be retained until the Bill has been enacted. At this point, transfer material to the Parliamentary Archives. Transfer to Parliamentary Archives one session after the end of the session to which the records relate	House of Lords: Historical value House of Commons: Business need
			Supply Book (HC only)	Destroy 7 years after end of session to which the records relate	Business need
			Messages from one chamber to the other	Destroy at end of session	Business need
			Scottish Provisional Order Confirmation Bills (including amended lists, authorities, advice and other associated docs) Order Confirmation Bills (including amended lists, authorities, advice and other associated docs) Explanatory memorandum/notes for public bills	Transfer to Parliamentary Archives 2 years after action completed Note: Review records prior to transfer or export and destroy/delete published material and routine records	Historical value

LEGISLATION

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
			Printed Bills House Bills (HC Table copies)		

LEGISLATION

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
PUBLIC BILLS	CORRESPONDENCE		Correspondence with Parliamentary Counsel Other significant correspondence	Transfer to the Parliamentary Archives after end of session records relate to.	Historical value
PUBLIC BILLS	NON-SUBSTANTIVE LEGISLATION CHANGES		Correspondence	Transfer to the Parliamentary Archives after end of session records relate to. Note: A copy of the correspondence may be retained by the originating office as part of a precedent file when the master is transferred to the Parliamentary Archives. It must be clearly marked as a copy.	Historical value
PUBLIC BILLS	PRE-INTRODUCTION (HOUSE OF COMMONS ONLY)		Annotated Bills (up to 2019)	Transfer to the Parliamentary Archives after end of session records relate to. Note: Annotated Bills are hard copy only and will not persist beyond the 2019 session.	Historical value
STATUTORY INSTRUMENTS			Statutory Instruments Reference Committee correspondence Correspondence with Parliamentary Counsel Correspondence with House Counsel Transport and Works Orders and associated documentation such as plans etc.	Review 5 years after last access. Transfer to Parliamentary Archives immediately after review Note: Review records prior to transfer or export and destroy/delete published material and routine records.	Transport and Works Act 1992; Historical value

MEMBERS' SERVICES

KEYWORD 1: MEMBERS' SERVICES

The function of providing advice, guidance, support, training and other services for Members. Including pensions, policies, interpretation of the law on personnel issues, finance and library research services. This also includes the provision of private function services.

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
ADDITIONAL SUPPORT GROUP (ASG)	SUCCESSFUL APPLICATIONS		Pseudonymised applications	Destroy after the ASG has reached a decision.	Business need
ADDITIONAL SUPPORT GROUP (ASG)	UNSUCCESSFUL APPLICATIONS		Pseudonymised applications	Destroy after 6 months to facilitate any requests for reconsideration.	Business need
ADVICE			Commons only: Routine advice relating to issues such as finance, information compliance, catering, flexible working requests, managing misconduct, probation, performance management, office	Destroy 6 years after action completed Note: If the advice records or has led to a change in Members' Services policy, it should be added to a policy file.	Business need, Limitation Act 1980
			Members' HR advice	At the beginning of a new parliament: • Destroy if Member has left Parliament • If the advice relates to a current Member, destroy 5 years after the end of the preceding parliament	Business need
ALLOWANCES			Bank details, records of	Destroy 3 years after end of financial year in which Member ceases to be a Member of the House of Commons or House of Lords	National Audit Office/ Inland Revenue advice
			Claim forms Correspondence Notice of payment Overpayments notification Receipts and supporting documentation	House of Lords: Destroy 4 years after end of financial year in which action completed.	House of Lords: Guide to the Code of Conduct for Members of the House of Lords
BOARDS AND GROUPS			Agenda Correspondence Minutes Reports	Destroy 5 years after end of year records relate to	Business need

MEMBERS' SERVICES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
CUSTOMER SERVICE			Annual Review Correspondence Customer survey Questionnaire Report Statistics	Destroy 2 years after annual review completed	Principle 5 of the UK Data Protection Act 2018; business need
			Routine feedback Feedback form Suggestion form	Destroy 2 years after end of year in which feedback received	Principle 5 of the UK Data Protection Act 2018; business need
ENQUIRIES			Library research enquiries: Final written replies	Destroy after reference ceases	Business need
			Background notes Correspondence Research Short notes/ summaries	Destroy 7 years after last access	Business need
EVENTS			Acceptances Agenda and programme Booking confirmation form Correspondence Invitations Menu, selection and costings Seating plan	Destroy 3 years after end of year in which event was completed	Business need
			Guest list	Destroy 1 month after event had occurred	Personal details contained
INFRINGEMENTS			Correspondence Supporting documentation	Destroy 3 years after action completed	Business need

MEMBERS' SERVICES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
INSURANCE			Correspondence Defamation claim Policies, for example employers' liability, personal accident and travel cover Working papers	Destroy 6 years after end of financial year in which policy expires	Limitation Act 1980
LEARNING AND DEVELOPMENT			Attendance list Audio and visual presentations Confirmations Feedback forms and statistics Handouts Induction online Introductory tour format Training programme Registers Registration form Request to attend Training course review Venue booking	Destroy 6 years after course held	Business need
LIAISON			Correspondence Meeting notes	Destroy 3 years after last access.	Business need
PAY	BANK DETAILS		Bank details, records of Correspondence	Destroy 3 years after end of year in which employment terminated	National Audit Office/ Inland Revenue advice
PAY	BENEFITS		Childcare vouchers: Application form Contract signed by Member Correspondence	Destroy 3 years after entitlement ceases Note: Entitlement refers to an individual child, not the parent.	National Audit Office/ Inland Revenue advice
			Copy of child's birth certificate	Destroy 3 years after entitlement ceases	National Audit Office/ Inland Revenue advice

MEMBERS' SERVICES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
PAY	SALARY PAYMENT DETAILS		Authorisation to pay salary form Maternity/ paternity pay Payslips Payments Payroll input forms	Destroy 3 years after end of financial year in which employment terminated	National Audit Office/ Inland Revenue advice
PAY	INCOME TAX AND NATIONAL INSURANCE		Annual return of pay and tax deducted Correspondence Notice of tax code change	Destroy 6 years after end of financial year to which records relate	Income Tax (Employment) Regulations 1993
PAY	OVER PAYMENTS		Correspondence Overpayments Repayment agreement	Destroy 6 years after repayment or write-off	Limitation Act 1980
PAY	PENSION RECORDS		Additional voluntary contributions (AVCs) Correspondence Death benefit nomination/ revocation forms Estimates and award details Payroll history Marriage, birth certificates or similar	Destroy when individual reaches 100th birthday (or 5 years later if last action is later)	Pension administration; Business need
PENSION SCHEME MANAGEMENT			Contract Correspondence Reports Benefit statement proofs	Delete 6 years after scheme ceases/ at end of scheme year	Limitation Act 1980
PLANNING AND STRATEGY			Agenda Minutes Team forecast planning (Commons) Department forecast planning (Lords) Resource plans	Destroy 5 years after end of year records relate to	Business need
POLICY MAKING			Correspondence Policy Precedent records Working papers Inclusion analysis	Transfer to Parliamentary Archives when policy superseded/ becomes obsolete	Historical value

MEMBERS' SERVICES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
PROCEDURES AND GUIDANCE			Final version of written guidance and rules e.g Members' HR guidance and Members' Staff handbook Drafts of guidance	Transfer to Parliamentary Archives	Historical value
			Working papers Correspondance Manuals,instructions and other guidance Inclusion analysis Desk notes	Destroy 5 years after procedure/guidance is superseded.	Business need
PROGRAMMES AND PROJECTS	CATEGORY A, B AND C PROGRAMMES AND PROJECTS - GOVERNANCE		Assurance/checkpoint reports Board minutes Business case Change management/engagement strategy and plan Equality/inclusivity assessment Mandate Stakeholder engagement strategy and plan, stakeholder maps Summary/highlight report	Transfer to the Parliamentary Archives after programme/project is completed. When the programme/project meets selection criteria in the Collection Development Policy e.g. How Parliament Works, then all programme/project management (i.e. PMO-level) information should be transferred.	Historical value and Business need
PROGRAMMES AND PROJECTS	CATEGORY A, B AND C PROGRAMMES AND PROJECTS - OTHER DOCUMENTATION		Change impact assessments Communication artefacts Communications strategy and plan Key stakeholder update Integrated assurance and approvals plan RACI - Responsibility Assignment Matrix RAID log (risk register) Set up for Success form (S4S) Terms of Reference	Destroy 6 years after programme/project has ended.	Limitation Act 1980 and Business need

MEMBERS' SERVICES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
PROGRAMMES AND PROJECTS	LOCAL PROJECTS		Communications Delivery plan Project plan Stakeholder map	Destroy 6 years after project has ended.	Limitation Act 1980 and Business need
REPORTING			Statistics Working papers	Destroy 5 years after end of year records relate to	Business need
RESEARCH PUBLICATIONS			Library note Statistical analysis and background research Surveys	Destroy 7 years after publication superseded/ becomes obsolete	Business need
RESEARCH (AUDIO AND VISUAL MATERIAL)	INTERVIEW		Video/Audio of interview	Destroy 2 weeks after interview takes place.	Business need
RESEARCH (AUDIO AND VISUAL MATERIAL)	TRANSCRIPTION		Written transcript or summary notes of the audio/visual material	Destroy 2 years after audio or visual is created.	business need
SECURITY			Application for passes Security clearance renewal form Register of security clearances Criminal record checks	Destroy 5 years after action completed	Business need

OFFICIAL REPORT

KEYWORD 1: OFFICIAL REPORT

The function associated with the production of an edited verbatim report of the proceedings of Parliament in both Chambers, Lords Grand Committees, Standing Committees (including Commons Grand Committees), Select Committees and Westminster Hall.

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
PLANNING AND STRATEGY			Agenda Minutes Team forecast planning (Commons) Department forecast planning (Lords) Resource plans	Destroy 5 years after end of year records relate to	Business need
POLICY MAKING			Correspondence Inclusion analysis Policy Precedent papers Working papers	Transfer to the Parliamentary Archives after policy superseded/becomes obsolete.	Historical value
PROCEDURES AND GUIDANCE			Official Report (Hansard) Procedures Inclusion analysis Style guide	Destroy 5 years after procedures superseded/ become obsolete	Business need
PRODUCTION			Audio records: Digital and analogue records of the proceedings	Destroy/ overwrite 1 year after creation	Business practice
			Corrections Correspondence Logs Ministerial statements Official Report - Production copy Briefing notes Written answers	Destroy 60 working days (HC) or 1 month (HL) after end date of publication of the Official Report (Hansard)	Business need
QUALITY CONTROL			Comments from Members/Ministers Monthly report Statistics Survey Working papers	Destroy 1 year after last action	Business need
REPORTING			Statistics Working papers	Destroy 5 years after end of year records relate to	Business need

PARLIAMENTARY PRIVILEGES AND STANDARDS

KEYWORD 1: PARLIAMENTARY PRIVILEGES AND The function associated with the asserting of the privileges of Parliament and of providing advice to Members and committees on the acceptable behaviour of Members. Also covers the receipt and investigation of complaints against Members.					
Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
ADVICE			Routine advice Correspondence	Destroy 5 years after last action Note: If advice relates to a new or emerging policy issue or sets a precedent, it should be added to a policy file.	Business need
BOARDS AND GROUPS			Agenda Circulated papers Correspondence with the Chair Minutes Annual Reports	Transfer to the Parliamentary Archives at the end of the year records relate to.	Historical value
COMMITTEES			House of Commons: Agenda Circulation list and papers Commissioner's progress report Corrections Evidence Informal notes Minutes Reports House of Lords: Agenda Circulations Correspondence Evidence Minutes Numbered papers Reports	Transfer to Parliamentary Archives after end of session to which records relate Note: Review records prior to transfer or export and destroy/delete published and routine records.	Historical value

PARLIAMENTARY PRIVILEGES AND STANDARDS

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
COMPLAINT CASES			House of Commons Case files: Complaint Correspondence Evidence Logs Response by Commissioner Report Rectifications and dismissals	Destroy 6 years after end of financial year to which records relate.	Business need, Limitation Act 1980
			Referrals (HC)	Destroy 2 years after action completed	Business need
			House of Lords: Complaint Correspondence Evidence Response Report	Destroy 6 years after end of financial year to which records relate.	Business need, Limitation Act 1980
			Independent Expert Panel's Case outcome: Published reports Published Correspondence Sub-panel decisions	Transfer to the Parliamentary Archives following publication in line with the Collections Development Policy select criteria: Parliament as a community.	Historical value
			Independent Expert Panel's Considerations: Evidence Investigator's report Commissioner's decision and memorandum Submissions from parties Notes of oral hearings Correspondence Laying letters (IEP copy) Chamber brief on report	Destroy 6 years after conclusion of case	Business need
			Oral hearings: Recordings of oral hearings	Destroy within one month of conclusion of case	Business need; Data Protection Act 2018
			Draft reports and administrative correspondence: Draft reports and decisions Administrative arrangements Copies of press releases and media lines (including drafts)	Destroy within one month of conclusion of case	Business need

PARLIAMENTARY PRIVILEGES AND STANDARDS

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
COMPLAINT CASES			Complaints not investigated (HL)	Destroy 2 years after action completed	Business need
INFORMAL COMPLAINT (HL ONLY)			Log Correspondence	Destroy once Member ceases to be a Member of the House of Lords.	Business need
LIAISON			Correspondence Minutes	Destroy 3 years after last action Note: If information has continuing business value beyond 3 years, it should be added to a precedent or policy file.	Business need
PARLIAMENTARY PROCEDURE			Correspondence Precedent records Supporting papers	Transfer to Parliamentary Archives	Historical value
PEERAGE CLAIMS			Correspondence Registration form Supporting documentation	Transfer to Parliamentary Archives when action completed	Historical value
PLANNING AND STRATEGY			Agenda Minutes Team forecast planning (Commons) Department forecast planning (Lords) Resource plans	Destroy 5 years after end of year records relate to	Business need
POLICY MAKING			Correspondence Inclusion analysis Policy Working papers	Transfer to Parliamentary Archives when policy superseded/becomes obsolete	Historical value
PRIVILEGE			House of Commons: Applications to raise matters of privilege Commonwealth cases on privilege Correspondence Privilege cases papers Privilege complaints and exemptions Supporting documentation	Destroy 10 years after case closed	Business need
			Referrals list	Transfer to Parliamentary Archives after list superseded	Historical value
			House of Lords: Correspondence Privilege cases Supporting documentation	Transfer to Parliamentary Archives when case closed	Historical value

PARLIAMENTARY PRIVILEGES AND STANDARDS

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
PROCEDURES AND GUIDANCE			Code of Conduct Guide to the Code of Conduct Guide to the rules Consultation papers Inclusion analysis Manuals, instructions, style guides and other guidance Members' Handbooks Proposals Reports to the House from Commissioner providing guidance on complaints	Transfer to Parliamentary Archives when updated/superseded.	Historical value
REGISTRATION OF INTERESTS	HC Members' Staff, Parliamentary Journalists and All-Party Parliamentary Groups' Registration		Correspondence Registration form Notification of change of circumstance Advice Register	Destroy 6 years after end of year records relate to.	Business need, Limitation Act 1980
REGISTRATION OF INTERESTS	MEMBERS' REGISTRATION		Correspondence Registration form Notification of change of circumstance Advice Register	House of Commons: Destroy 6 years after end of year records relate to Disposal instruction applies to the master copies. Files on Members which may be ongoing will be weeded annually to remove information that is due for disposal. House of Lords: Destroy 4 years after individual ceases to be a Member of the House of Lords Note: Review prior to destruction. Destroy if no longer required to directly support outstanding complaints	Business need
REGISTRATION OF INTERESTS	MEMBERS' STAFF REGISTRATION		House of Lords: Correspondence Registration form Notification of change of circumstance	Destroy 4 years after action completed	Business need

PARLIAMENTARY PRIVILEGES AND STANDARDS

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
REGISTRATION OF INTERESTS	REGISTER (HL)		Annual Update of Register of Lords' Interests	Transfer one copy to Parliamentary Archives after annual update completed	Historical value
REGISTRATION OF INTERESTS	REGISTER UPDATES (HL)		Register updates (routine)	Destroy 3 years after action completed	Business need
REPORTING			Statistics Working papers	Destroy 5 years after end of year records relate to	Business need

PARLIAMENTARY RELATIONS

KEYWORD 1: PARLIAMENTARY RELATIONS					
The function of establishing, developing and maintaining relationships with devolved assemblies, other parliamentary bodies and overseas legislative bodies.					
Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
BOARDS AND GROUPS			Agenda Correspondence Minutes hdf Reports	Destroy 5 years after end of year records relate to	Business need
EVENTS			Conference records of archival value: Agenda Briefs Executive minutes Final programme Invitation Report Speeches	Transfer to Parliamentary Archives 3 years after end of year in which event was completed	Historical value; Research value
			Administration of celebrations, conferences and functions: Accommodation bookings Briefs Conference papers Correspondence Draft programmes Menu Photographs Planning meeting minutes Ticket allocations Travel bookings	Destroy 3 years after end of year in which event was completed	Business need
GREETINGS			Correspondence	Destroy 1 year after action completed	Business need
JOINT VENTURES			Correspondence Invitations Aims and objectives document Meetings Programmes Nominations Travel arrangements	Destroy 5 years after programme ceases	Business need
LIAISON			Agendas Correspondence Minutes	Destroy 5 years after end of year records relate to	Business need
PLANNING AND STRATEGY			Agenda Minutes Team forecast planning (Commons) Department forecast planning (Lords) Resource plans	Destroy 5 years after end of year records relate to	Business need
POLICY MAKING			Correspondence Policy Precedent records	Transfer to Parliamentary Archives when policy superseded/becomes obsolete	Historical value

PARLIAMENTARY RELATIONS

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
			Inclusion analysis Working papers	superseded/becomes obsolete	

PARLIAMENTARY RELATIONS

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
PROCEDURES AND GUIDANCE			Visit procedures Programme guidance Administrative procedures Inclusion analysis	Destroy 10 years after last access	Business need
VISITS	DELAGATIONS		Programmes Correspondence Administrative arrangements Delegation nominations Contact details Invitations	Transfer to Parliamentary Archives 5 years after visit Note: Records should only be transferred to the Parliamentary Archives if they: - set a precedent; - demonstrate clearly the House's relationships with other countries; - add significant understanding to a topical issue; or, - illustrate clearly the House's involvement in overseas legislature.	Business need
VISITS	INWARD VISITS		Programmes Correspondence Administrative arrangements Delegation nominations Contact details Invitations	Destroy 5 years after last access	Historical value
VISITS	OUTWARD		Programmes Correspondence Administrative arrangements Delegation nominations Contact details Invitations	Transfer to Parliamentary Archives 5 years after visit Note: Records should only be transferred to the Parliamentary Archives if they: - set a precedent; - demonstrate clearly the House's relationships with other countries; - add significant understanding to a topical issue; or, - illustrate clearly the House's involvement in overseas legislature.	Historical value
VISITS	VISITORS LIST		Visitors list	An active record, updated regularly. If register is superseded/becomes obsolete/redundant, destroy 5 years after last entry	Business need

PROCUREMENT

KEYWORD 1: PROCUREMENT					
The function of providing for the most favourable conditions under which goods and services can be obtained from one or more third parties at the best possible value, and for a defined					
Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
ADVICE			Correspondence	Destroy 6 years after action completed	Business need
BOARDS AND GROUPS			Agenda Board papers Circulation List Correspondence Minutes	Destroy 5 years after end of year records relate to	Business need
COMMERCIAL RELATIONS	COMPANY MANAGEMENT		List of approved suppliers/supplier database Supplier contact register	An active record updated regularly. Destroy 6 years after last access	Business need
COMMERCIAL RELATIONS	AGREEMENTS		Agreement Correspondence	Destroy 6 years after commercial relationship ceases	Limitation Act 1980
PLANNING AND STRATEGY			Procurement strategy Timetable Resource plans Minutes Team forecast planning (Commons) Department forecast planning (Lords)	Destroy 6 years after strategy is superseded/becomes obsolete	Business need
POLICY MAKING			Correspondence Inclusion analysis Policy Working papers Precedent records Code of Ethics	Transfer to Parliamentary Archives when policy superseded/becomes obsolete	Historical value
PROCEDURES AND GUIDANCE			Procurement procedures Procurement guidance Inclusion analysis	Transfer to Parliamentary Archives when procedures/guidance superseded/becomes obsolete	Historical value

PROCUREMENT

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
PROGRAMMES AND PROJECTS	CATEGORY A, B AND C PROGRAMMES AND PROJECTS -		Key governance documentation, including but not limited to: Assurance/checkpoint reports Board minutes Business case Change management/engagement strategy and plan Equality/inclusivity assessment Mandate Stakeholder engagement strategy and plan, stakeholder maps Summary/highlight report	Transfer to Parliamentary Archives after programme/project is completed. When the programme/project meets selection criteria in the Collection Development Policy e.g. How Parliament Works, then all programme/project management (i.e. PMO-level) information should be transferred.	Historical value, business need.
PROGRAMMES AND PROJECTS	CATEGORY A, B AND C PROGRAMMES AND PROJECTS - OTHER DOCUMENTATIO N		All other project delivery documentation, including but not limited to: Change impact assessment Communication artefacts Communications strategy and plan Key stakeholder update Integrated assurance and approvals plan RACI - Responsibility Assignment Matrix RAID log (risk register) Set up for Success form (S4S) Terms of Reference	Destroy 6 years after programme/project has ended.	Limitation Act 1980, Business need
PROGRAMMES AND PROJECTS	LOCAL PROJECTS		Including but not limited to: Communications Delivery plan Project plan Stakeholder map	Destroy 6 years after project has ended.	Limitation Act 1980, Business need

PROCUREMENT

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
TENDERING AND CONTRACTING	CONTRACT MANAGEMENT	CONTRACT	Contract - signed Changes to requirements Form of variation Contract extension Schedule of work Surveys and inspections (equipment and supplies) Technical specification	Destroy 6 years after the end of contract Note: The end of the contract is the actual end date (including extensions) and not the forecast end date recorded in the contract. Note: For contracts under seal Destroy/Delete 12 years after closure. Refer to Legal Services Office. Record Officer to notify Records Management team when disposal instruction needs to be amended to 12 years for contracts under seal. Note: Information held in databases or an e-procurement system should be removed in accordance with the disposal instructions. Note: This also covers contracts for agency/contractor staff.	Limitation Act 1980
			Confidentiality Agreement	Destroy 10 years after the end of contract (see above for applicable notes)	Business need

PROCUREMENT

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
TENDERING AND CONTRACTING	CONTRACT MANAGEMENT	SUPPLIER PERFORMANCE	Contractor's report Timesheet Agenda Complaints Final accounts Minutes Payment disputes Performance report	Destroy 6 years after the end of contract Note: The end of the contract is the actual end date (including extensions) and not the forecast end date recorded in the contract. Note: For contracts under seal Destroy/Delete 12 years after closure. Refer to Legal Services Office. Record Officer to notify Records Management team when disposal instruction needs to be amended to 12 years for contracts under seal. Note: Information held in databases or an e-procurement system should be removed in accordance with the disposal instructions.	Limitation Act 1980
TENDERING AND CONTRACTING	TENDERING	APPROVALS AND	Project Initiation Document Tender business case Tender specification evaluation criteria Tender evaluation matrix Advert text, including prior information notice	Destroy 6 years after the end of contract Note: The end of the contract is the actual end date (including extensions) and not the forecast end date recorded in the contract. Note: For contracts under seal Destroy/Delete 12 years after closure. Refer to Legal Services Office. Record Officer to notify Records Management team when disposal instruction needs to be amended to 12 years for contracts under seal.	Limitation Act 1980

PROCUREMENT

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
TENDERING AND CONTRACTING	TENDERING	PRE-QUALIFICATION STAGE	Supplier questionnaire Statement of interest Interest log Decision notification Debrief letter Correspondence PQQ evaluation matrix N2 report	Destroy 1 year after the award of contract Note: Information held in databases or an e-procurement system should be removed in accordance with the disposal instructions	NAO advice; Limitation Act 1980; Public Works Contracts Regulations 1991; Public Services Contracts Regulations 1993; Public Supply Contracts Regulations 1995; Consumer Protection Act 1987
TENDERING AND CONTRACTING	TENDERING	TENDER STAGE	Invitation to tender package Evaluation criteria Supplier response Site visit assessment Evaluation summary Correspondence Interview assessment Acceptance letter Rejection letter Register of returned failed tenders	Destroy successful tenders 6 years after the end of contract Destroy unsuccessful tenders 1 year after end of contract Note: The end of the contract is the actual end date (including extensions) and not the forecast end date recorded in the contract. Note: Bidders are entitled to ask for all copies of failed tenders to be returned to them. Returns of failed tenders should be documented. Note: It is not necessary to keep publicly available information on suppliers longer than needed for extracting information and making pre-selection assessments. If company accounts are retained, they should be held as reference material and not filed as records. Note: Information held in databases or an e-procurement system should be removed in accordance with the disposal instructions.	Limitation Act 1980; Public Works Contracts Regulations 1991; Public Services Contracts Regulations 1991; Public Supply Contracts Regulations 1995; Consumer Protection Act 1987

PROCUREMENT

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
TENDERING AND CONTRACTING	TENDERING	AWARD STAGE	Contract award report Award approval Award notice Recommendations	Destroy 6 years after the end of contract Note: The end of the contract is the actual end date (including extensions) and not the forecast end date recorded in the contract. Note: For contracts under seal Destroy/Delete 12 years after closure. Refer to Legal Services Office. Record Officer to notify Records Management team when disposal instruction needs to be amended to 12 years for contracts under seal. Information held in databases or an e-procurement system should be removed in accordance with the disposal instructions.	Limitation Act 1980

PUBLIC RELATIONS

KEYWORD 1: PUBLIC RELATIONS

The function of establishing and maintaining relationships with the general public through raising Parliament's public profile, as well as with Members, their staff and House staff by

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
BOARDS AND GROUPS			Agenda Board papers Circulation List Correspondence Minutes	Destroy 5 years after end of year records relate to	Business need
COMMUNICATIONS	CORPORATE NEWSLETTERS		Final newsletter	Transfer to Parliamentary Archives after newsletter published	Historical value
COMMUNICATIONS	HC COMMITTEE SOCIAL MEDIA ACCOUNTS		Twitter Feed Facebook Page Instagram Feed Flickr Feed YouTube Channel	Transfer the content of social media account at point account closed, in line with the Collection Development Policy's selection criteria to the Parliamentary Archives. Destroy account six months after the committee ceases to exist.	Business Need and Historical Value.
COMMUNICATIONS	HL COMMITTEE SOCIAL MEDIA ACCOUNTS		Twitter Feed Facebook Page Instagram Feed Flickr Feed YouTube Channel	Transfer the content of social media account at point account closed in line with the Collection Development Policy's selection criteria to the Parliamentary Archives. Destroy account 5 years after Government response received. Note: House of Lords Committees' social media accounts are retained for longer as some committees are instructed to follow-up on inquiries years after initial report was published.	Business need and
COMMUNICATIONS	SOCIAL MEDIA ACCOUNTS		Twitter Feed Facebook Page Instagram Feed Flickr Feed YouTube Channel	Destroy 6 months after account closed. Transfer/capture the content of social media accounts which meet the Collection Development Policy's selection criteria.	Business need and Historic value
COMMUNICATIONS	WORKING PAPERS AND LOCAL CONTENT		Drafts Correspondence Agenda Minutes Photographs Research material Mailing / distribution lists Statistics Final departmental newsletters, bulletins, notices	Destroy 5 years after end of year records relate to.	Business need
CUSTOMER SERVICE			Annual Review: Correspondence Customer survey Questionnaire Statistics Report	Destroy 5 years after end of year annual review completed	Business need
			Routine feedback: Feedback form	Destroy 5 years after end of year records relate to	

PUBLIC RELATIONS

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
			Suggestion form	NB Destroy personal data gathered as part of feedback as soon as it is no longer needed.	Business need

PUBLIC RELATIONS

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
CUSTOMER SERVICE	INAPPROPRIATE BEHAVIOUR		Behaviour Log for inappropriate behaviour by the public (House of Lords).	Destroy 1 year after behaviour logged.	Business need; Data Protection Act 2018
			Behaviour Log for inappropriate behaviour by the public (House of Commons).	Destroy 2 year after behaviour logged.	Business need; Data Protection Act 2018
ENQUIRIES			Enquiries handled by the Enquiries Services	Destroy 5 years after end of year records relate to.	Business need
			Enquiries handled by other teams/offices	Destroy 5 years after end of year records relate to.	Business need
			Parliamentary Archives research enquiries	Destroy 1 year after end of year records relate to.	Business need
EVENTS			Agenda Acceptance Booking confirmation form Correspondence Invitation Guest list Menu Minutes Ticket Allocation Seating plan Attendance list Programme Timetable Passes Speaker consent form Speech	Destroy 5 years after end of year in which event was completed	Business need

PUBLIC RELATIONS

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
EXHIBITIONS			Advertisement Brief Brochure Correspondence Designs Invitations Layouts Maps/plans Panel text Posters Project Initiation Document	Review 5 years after exhibition closure. Transfer records of historical value to Parliamentary Archives NB Records should only be transferred to the Parliamentary Archives if they: - mark a significant event in Parliament's history; - are held as part of state occasions; or - demonstrate significant engagement with the general public.	Historical value
LEARNING AND DEVELOPMENT			Bookings Correspondence Course material Course outline	Destroy 5 years after programme/course completed or superseded	Business need
			Training register	An active record, updated regularly. If register is superseded/becomes obsolete/redundant, destroy 5 years after last entry	Business need
LIAISON			Correspondence Minutes Agenda	Destroy 5 years after end of year in which action completed	Business need
MARKETING			Agenda Brief Correspondence Design Distribution list Minutes Promotional materials	Destroy 5 years after last action	Business need

PUBLIC RELATIONS

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
MEDIA RELATIONS			Filming and photography: Copyright declaration forms (completed) Correspondence Request Press Communications: Briefing Invitation to press conference Press release	Destroy 5 years after action completed	Business need
			Press Communications: Weekly news to lobby journalists	Destroy 1 month after creation	Business need
PLANNING AND STRATEGY			Agenda Correspondence Minutes Drafts and final plan Team forecast planning (Commons) Department forecast planning (Lords)	Destroy 5 years after end of year records relate to	Business need
POLICY MAKING			Correspondence Policy Precedent records Working papers Inclusion analysis	Transfer to Parliamentary Archives when policy superseded/becomes obsolete	Historical value

PUBLIC RELATIONS

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
PROCEDURES AND GUIDANCE			Departmental drafts and final procedures Drafts and final guidance Inclusion analysis	Destroy 5 years after procedures superseded/obsolete	Business need
PROGRAMMES AND PROJECTS	CATEGORY A, B AND C PROGRAMMES AND PROJECTS - GOVERNANCE		Assurance/checkpoint reports Board minutes Business case Change management/engagement strategy and plan Equality/inclusivity assessment Mandate Stakeholder engagement strategy and plan, stakeholder maps Summary/highlight report	Transfer to the Parliamentary Archives after programme/project is completed. When the programme/project meets selection criteria in the Collection Development Policy e.g. How Parliament Works, then all programme/project management (i.e. PMO-level) information should be transferred.	Historical value and Business need
PROGRAMMES AND PROJECTS	CATEGORY A, B AND C PROGRAMMES AND PROJECTS - OTHER DOCUMENTATION		Change impact assessments Communication artefacts Communications strategy and plan Key stakeholder update Integrated assurance and approvals plan RACI - Responsibility Assignment Matrix RAID log (risk register) Set up for Success form (S4S) Terms of Reference	Destroy 6 years after programme/project has ended.	Limitation Act 1980 and Business need
PROGRAMMES AND PROJECTS	LOCAL PROJECTS		Communications Delivery plan Project plan Stakeholder map	Destroy 6 years after project has ended.	Limitation Act 1980 and Business need

PUBLIC RELATIONS

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
REPORTING			Statistics Working papers	Destroy 5 years after end of year records relate to	Business need
VISITING AND TOURS			Applications Bookings Correspondence Presentations Tour scripts	Destroy 5 years after visit/tour held	Business need
			Log book Statistics Visitors register	An active record, updated regularly. If register is superseded/becomes obsolete/redundant, destroy 5 years after last entry	Business need
			Visitor database entries	Destroy 5 years after last action on account	Business need
			Visitor contact information collected for COVID Track and Trace	Destroy no later than one month after visitor data has been collected	UK Data Protection Act 2018
Disposal instructions and first review criteria for Parliamentary <u>photographs</u> relating to Public Relations themes and Keywords			Please refer to our Photographs policy document for further details.		

SCRUTINY

KEYWORD 1: SCRUTINY The function of planning, managing, administering and supporting processes and activities relating to the work of those committees appointed to scrutinise the work, expenditure and policy of government, and other matters remitted to them by the House authorities.					
Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
ADVICE			Advisory notes Correspondence	Destroy 2 years after action completed	Business need
BOARDS AND GROUPS			Committee Office Management Group (House of Commons) : Agenda Circulated Papers Minutes	Transfer to Parliamentary Archives after end of session records relate to	Historical value
			Working Groups: Agenda Circulated Papers Minutes	Destroy 5 years after end of session records relate to	Business need
BUSINESS MANAGEMENT			Weekly bulletins (HC only) Bids (HC only)	Destroy 2 years after end of session records relate to	Business need
COMMITTEE MEETINGS			Anonymised witness Agenda Briefs (Chair's) (HL only) Formal Minutes (HC only) Informal minutes (HC only) Minutes (HL only) Numbered papers (HL only) Numbered paper list (HL only)	Transfer to Parliamentary Archives after end of session records relate to	Historical value
COMMITTEE OPERATIONS	ADVICE TO CHAIR AND MEMBERS		Routine correspondence Notes	Destroy 2 years (HL) or 5 years (HC) after end of session records relate to	Business need
COMMITTEE OPERATIONS	AGGREGATED COMMITTEE ENGAGEMENT REPORTING (HOUSE OF COMMONS ONLY)		Anonymised witness diversity statistics Anonymised Specialist Advisers diversity statistics	Transfer to the Parliamentary Archives when Parliament has ended	Historical value

SCRUTINY

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
COMMITTEE OPERATIONS	CREATING AND RECONSTITUTING COMMITTEES		Correspondence Notes	House of Lords: Destroy 2 years after end of session records relate to House of Commons: Destroy 1 year after end of parliament records relate to	Business need
COMMITTEE OPERATIONS	COMMITTEE CORRESPONDENCE	ROUTINE CORRESPONDENCE	Correspondence Unsolicited correspondence Circulars	Destroy 2 years (HL) or 5 years (HC) after end of session	Business need
COMMITTEE OPERATIONS	COMMITTEE CORRESPONDENCE	SUBSTANTIVE CORRESPONDENCE	Correspondence Contingent Liabilities files (HC only)	Transfer to Parliamentary Archives after end of session records relate to	Historical value
COMMITTEE OPERATIONS	COMMITTEE CORRESPONDENCE	CORRESPONDENCE LOG	Correspondence log	An active record, updated regularly. If log is superseded, destroy 2 years after last entry.	Business need
COMMITTEE OPERATIONS	Committee Engagement		Witness diversity survey	Destroy at end of Parliament	Business need and Data protection Act 2018

SCRUTINY

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
COMMITTEE OPERATIONS	ROUTINE ADMINISTRATION		Attendance lists Circulars Circulation lists Contact lists Committee calendars Declarations of interests Members' biographies Notes to the public Programme of work Statistics Team meeting notes	Destroy 2 years (HL) or 5 years (HC) after end of session records relate to	Business need
COMMITTEE OPERATIONS	SPECIALIST ADVISERS	APPOINTING SPECIALIST ADVISERS	Appointment letter Curriculum vitae Declaration of interests Interview notes Letters of acceptance	Destroy 6 years after specialist adviser's contract ends	Limitation Act 1980
COMMITTEE OPERATIONS	SPECIALIST ADVISERS	DIVERSITY SURVEY	Specialist advisers' diversity survey	Destroy at end of Parliament	Business need and Data protection Act 2018
COMMITTEE OPERATIONS	SPECIALIST ADVISERS	EXPRESSIONS OF INTEREST	Expressions of interest	Destroy 6 years after expression of interest received.	
COMMITTEE OPERATIONS	TAGS AND DEBATES		Lists of tags and debates (HC only)	Destroy 5 years after end of session records relate to	Business need
FINANCIAL SCRUTINY			House of Commons only Reports Correspondence Estimates Scrutiny Unit analysis and notes	Destroy 5 years after end of session records relate to.	Business need

SCRUTINY

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
INQUIRIES	BRIEFS		Briefs Chair's notes (HC only)	Destroy 2 years (HL) or 5 years (HC) after end of session records relate to Note: Most briefs can be routinely destroyed when no longer required for business purposes. Only briefs which meet the criteria in Appendix 1 of full ARDP volume should be transferred to the Archives.	Business need
INQUIRIES	E-CONSULTATION		Planning note Correspondence Summary (printed)	House of Commons: Destroy 5 years after end of session that the records relate to	Business need
			Summary (unprinted)	House of Commons: Transfer to Parliamentary Archives after end of session records relate to	Historical value
INQUIRIES	EVIDENCE - ORAL		House of Lords Correspondence Lines of questioning Witnesses corrections Unpublished transcripts	Transfer to Parliamentary Archives Note: Review records prior to transfer or export and destroy/delete published and routine records.	Historical value
			House of Commons Correspondence Transcripts Witnesses Corrections Classified oral evidence	Transfer to Parliamentary Archives Note: Review records prior to transfer or export and destroy/delete published and routine records.	Historical value

SCRUTINY

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
INQUIRIES	EVIDENCE -WRITTEN		Calls for evidence (HL only) Memoranda list Memoranda (reported but unprinted) Memoranda (unpublished) (i.e. Neither printed nor published on the internet) Memoranda (unreported)	Transfer to Parliamentary Archives on publication of report Note: Review records prior to transfer or export and destroy/delete published and routine records.	Historical value
INQUIRIES	INQUIRY CORRESPONDENCE		Substantive correspondence	Transfer to Parliamentary Archives 2 years (HL) or 5 years (HC) after end of session records relate to Note: Review records prior to folder closure and destroy/delete copies, published material and routine correspondence.	Historical value
INQUIRIES	INQUIRY PREPARATION		Scoping note Terms of reference Literature review Call for evidence (HC only)	Destroy 2 years (HL) or 5 years (HC) after end of session records relate to	Business need
INQUIRIES	REPORT		Draft report formally considered by Committee	Transfer to Parliamentary Archives Note: Destroy reports not formally considered by Committee at the end of the inquiry.	Historical value
INQUIRIES	REPORT		Final report (published) List of amendments Government response to inquiry	Transfer to the Parliamentary Archives	Historical value

SCRUTINY

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
LEGISLATIVE SCRUTINY			Additional notes Brief Evidence (unprinted) Explanatory Memorandum Draft report Legal advice Ministerial correspondence Preliminary notes Progress of scrutiny Remedial Orders Sift lists	Transfer to Parliamentary Archives after end of session records relate to	Historical value
			Monitoring (e.g. of Human Rights judgements, developments in the European Union etc)	Destroy 10 years after end of year records relate to.	Business need
PLANNING AND STRATEGY			Correspondence Meeting minutes Planning for a new Parliament Resource plans Team forecast planning (Commons) Department forecast planning (Lords)	Destroy 5 years after end of year records relate to.	Business need
POLICY MAKING			Correspondence Policy Working papers Inclusion analysis	Transfer to Parliamentary Archives when policy superseded	Historical value
PROCEDURES AND GUIDANCE			Practice notes Committee Office Guide (HL only) Guide for Select Committee Members (HC only) Pink Book (HC only) Red Book (HC only) Inclusion analysis	Transfer to Parliamentary Archives when procedures superseded	Historical value

SCRUTINY

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
PUBLIC APPOINTMENTS			Briefs Correspondence Draft reports considered formally by the Committee Evidence (unprinted) Interview notes	House of Commons: Transfer to Parliamentary Archives 5 years after end of session records relate to Note: Only briefs and correspondence which meet the criteria set out in Appendix 1 of full ARDP volume should be transferred to the Archives.	Historical value
REPORTING			Activity Indicators Statistics	Destroy 2 years after end of session records relate to	Business need
VISITS			Administrative arrangement Briefing pack	Destroy 5 years after end of session records relate to	Business need
			Classified briefings from government (relating to foreign visits) (HC only)	Transfer to Parliamentary Archives 5 years after end of session records relate to	Historical value
			Clerk's visit note (HC only)	Transfer to Parliamentary Archives 5 years after end of session records relate to	Historical value

SECURITY

KEYWORD 1: SECURITY					
The function of by which the Houses protect persons, buildings, equipment, assets, and networks against threats.					
Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
ACCESS	ACCESS CONTROL (HOUSE OF COMMONS MEMBERS)		Access control reporting for HC Members	Destroy 7 days after action completed.	Business need; Data Protection Act 2018
ACCESS	ACCESS CONTROL (ALL OTHER PASSHOLDERS)		Access control reporting for all other passholders (including former HC Members)	Destroy 3 years after action completed.	Business need; Data Protection Act 2018
ACCESS	ACCESS CONTROL (VENUES)		Access control reporting for the Strangers' Bar	Destroy 1 hour after action completed.	Business need; Data Protection Act 2018
ACCESS	AUTHORISATION		Authorisations Correspondence	Review 10 years after last action. If building access request relates to is no longer owned by Parliament, destroy immediately.	Business need
ACCESS	CAR PARKING		Permit register Application form	Destroy immediately once superseded/becomes obsolete.	Business need
ACCESS	SCHEDULED VISITORS		Black Rod's Scheduled Visitors Booking system applications for Peer's Entrance List of authorised visitors for the Parliamentary Archives	Destroy 24 hours after action completed.	Business need; Data Protection Act 2018
ADVICE			Advice relating to security issues	Destroy 5 years after action completed. Transfer information that meets Collection Development Policy selection criteria: Parliamentary relationships and Parliament's physical environment to the Parliamentary Archives.	Business need and Historical Value
BOARDS AND GROUPS			Agenda Circulated papers Circulatin lists Correspondence Minutes	Destroy 5 years after end of year records relate to.	Business need
CYBER SECURITY	FORENSIC INVESTIGATION		Search results reports	Destroy 2 years after action completed.	Business need
CYBER SECURITY	PENETRATION TESTS		Analysis Correspondence Report Scope note Working papers	Destroy 3 years after action completed.	Business need

SECURITY

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
CYBER SECURITY	VULNERABILITY MANAGEMENT		Vulnerability scans Issue tracking Subnets	Destroy 1 years after action completed.	Business need
INCIDENT MANAGEMENT			Correspondence Investigation working papers Lessons learnt Reports Witness statements	Destroy 5 years after end of year final report completed. Transfer reports which meet Collection Development Policy selection criteria: Parliament's physical environment to the Parliamentary Archives.	Business need and Historical Value
OPERATIONS	DAILY BRIEFINGS		Daily Briefing	Destroy 2 years after action completed.	Business need
OPERATIONS	EVENTS BRIEFING		Event Briefing Event operation order	Destroy 5 years after action completed. Transfer briefings which meet Collection Development Policy selection criteria: State and Ceremonial activities to the Parliamentary Archives.	Business need and Historical Value
OPERATIONS	LOGS		Key register	An active record updated regularly. If log is superseded/becomes obsolete destroy 1 year after.	Business need and Historical Value
OPERATIONS	POST NOTES		Post notes Supporting documentation	Destroy 2 years after post becomes superseded/obsolete.	Business need
OPERATIONS	SEARCH AND SCREENING		Visitor numbers Vehicle numbers Inventory	Destroy 2 years after action completed.	Business need
OPERATIONS	POCKET BOOKS		Pocket books	Destroy 1 year after book becomes superseded/obsolete.	Data Protection Act 2018 and Business need.

SECURITY

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
OPERATIONS	SURVEILLANCE	CCTV FOOTAGE AND STILLS	CCTV Footage and stills	Destroy after 28 days.	Security Camera Policy
OPERATIONS	SURVEILLANCE	CCTV REQUESTS FORM	CCTV Request form	Destroy 2 years after action completed.	Data Protection Act 2018 and Business need.
MONITORING			Social media monitoring log Social media register	Destroy 2 years after action completed.	Contractual. Business need
PERSONAL SECURITY	HOUSE OF COMMONS MEMBERS		Assessment Audit pack Correspondence Monitoring Recommendations Reports	Destroy 1 year after individual is no longer Member of Parliament.	Business need
PERSONAL SECURITY	HOUSE OF LORDS MEMBERS		Advice Correspondence	Destroy 5 years after action completed.	Business need
PLANNING AND STRATEGY			Correspondence Meeting minutes Planning for a new parliament Resource plans Team forecast planning (Commons) Department forecast planning (Lords)	Transfer information that meets Collection Development Policy selection criteria Parliament's physical environment to the Parliamentary Archives after plan/strategy is superseded/becomes obsolete. Other low-level information should be destroyed.	Historical value

SECURITY

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
POLICY MAKING			Correspondence Inclusion Analysis Policy Precedent records Working papers	Transfer to the Parliamentary Archives when policy is superseded/becomes obsolete.	Historical value
PROCEDURES AND GUIDANCE			Drafts and final guidance Drafts and final procedure Handbooks Inclusion Analysis Instructions Manuals	Destroy 5 years after procedure/guidance is superseded.	Business need
PROGRAMMES AND PROJECTS	CATEGORY A, B AND C PROGRAMMES AND PROJECTS - GOVERNANCE		Assurance/checkpoint reportd Board minutes Business case Change management/engagement strategy and plan Equality/inclusivity assessment Mandate Stakeholder engagement strategy and plan, stakeholder maps. Summary/highlight report	Transfer to the Parliamentary Archives after programme/project completed.	Historical value

SECURITY

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
PROGRAMMES AND PROJECTS	CATEGORY A, B AND C PROGRAMMES AND PROJECTS - OTHER DOCUMENTATION		Change impact assessments Communication artefacts Communications strategy and plan Key stakeholder update Integrated assurance and approvals plan RACI - Responsibility Assignment Matrix RAID log (risk register) Set up for Success form (S4S) Terms of Reference	Destroy 6 years after programme/project completed.	Limitation Act 1980 and Business need
PROGRAMMES AND PROJECTS	LOCAL PROJECTS		Communications Delivery plan Project plan Stakeholder map	Destroy 6 years after programme/project completed.	Limitation Act 1980 and Business need
REPORTING			Working papers Statistics Final reports Social media statistics and reporting	Destroy 5 years after action completed.	Business need
RISK AND THREAT ASSESSMENT			Action plans Blast reports Correspondence Closure reports Notifications Modelling Recommendations Requirements Threat, vulnerability, and risk assessments	Destroy 7 years after action completed. Transfer information that meets Collection Development Policy selection criteria Parliament's physical environment to the Parliamentary Archives.	Business need and Historical Value
RISK AND THREAT MANAGEMENT			Action plans Correspondence Incident Register Modelling Recommendations Requirements Cyber security risk register	Destroy 7 years after action completed. Transfer information that meets Collection Development Policy selection criteria Parliament's physical environment to the Parliamentary Archives.	Business need and Historical Value
SECURITY VETTING AND PASS APPLICATION	VETTING AND PASS APPLICATION		Application form	Destroy immediately after clearance complete	Business need; Data Protection Act 2018
SECURITY VETTING AND PASS APPLICATION	SUCCESSFUL CANDIDATE		Security clearance details	On expiry of clearance and if not renewed, destroy 3 years after the last date security clearance was granted.	Business need; Data Protection Act 2018
SECURITY VETTING AND PASS APPLICATION	UNSUCCESSFUL CANDIDATE	WITHDRAWN	Security clearance details	Destroy 3 years after security clearance was refused.	Business need; Data Protection Act 2018
SECURITY VETTING AND PASS APPLICATION	UNSUCCESSFUL CANDIDATE	APPEALS	Security vetting and pass application form	Destroy 3 years after security clearance was	Business need; Data

SECURITY

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
			Notification of unsuccessful application Clerks' decision Vetting panel decision	refused.	Protection Act 2018

STOCK MANAGEMENT

KEYWORD 1: STOCK MANAGEMENT					
The function of managing consumable stock, from acquisition to consumption or disposal and any subsequent replenishment.					
Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
ACQUISITION			Stock/material request form Order form	Destroy 3 years after completion of stock acquisition process	Business need
DISPOSAL			Write - off register Out of date/style inventory	Destroy 3 years after completion of disposal process.	Business need
DISTRIBUTION			Stock transfers Delivery record	Destroy 3 years after completion of distribution process	Business need
MONITORING			Checklist Correspondence Delivery log	Destroy 3 years after end of year records relate to	Business need
PLANNING AND STRATEGY			Agendas Correspondence Minutes Team forecast planning (Commons) Department forecast planning (Lords) Planning cycles	Destroy 3 years after end of year records relate to	Business need
POLICY MAKING			Correspondence Policy Precedent records Working papers Inclusion analysis	Transfer to Parliamentary Archives when policy superseded	Historical value
PROCEDURES AND GUIDANCE			Manuals Instructions Procedures Inclusion analysis	Destroy 3 years after procedures and guidance are superseded	Business need
PRODUCT DEVELOPMENT			Product design specification Design concepts Artwork development Market research Recipes Orders/print run Production master copy	Destroy 3 years after action completed	Business need
QUALITY CONTROL			Stock yield assessment Sample stock evaluations (from current suppliers) Order variation form	Destroy 3 years after assessment completed	Business need
STOCKTAKE			Inventory Manual count sheet Monitoring form Stock discrepancy check	Destroy 3 years after stock take completed	Business need