

Records Retention and Disposal Policy and Schedule – Paper Records in SIB

Author: Sam Pringle
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1 Introduction

Retention and disposal scheduling is an important aspect of establishing and maintaining control of corporate information and record resources. Not all information can be retained indefinitely. Determining the final disposal of categories of information (and possibly also interim stages where the final disposal must for some good reason remain indeterminate for the time being) is the normal manifestation of retention and disposal schedules.

This Retention and Disposal Policy should be read in conjunction with the SIB Information Management Policy.¹ The term "Retention Schedule", when used in this policy, has the same meaning as the term "Disposal Schedule".

1.1 Purpose of the Retention and Disposal Policy

A Retention and Disposal Policy, incorporating a Retention Schedule, is a document which outlines all types of records held within an organisation and provides guidance on:

- Destruction
- Review
- Permanent preservation

The document provides the company with the legal basis for destroying records. It is vital that, if a request for information under Freedom of Information is received and the records are no longer available, the company can prove they were destroyed in line with current policy: i.e. this Records Retention and Disposal Policy and Schedule.

The Records Retention and Disposal Policy and Schedule is necessary to ensure that the company complies with the following legislative requirements:

- Public Records Act (Northern Ireland) 1923²
- Disposal of Documents Order (S.R. & O. 1925 No 167)³
- Freedom of Information Act 2000⁴

1.2 The Strategic Investment Board (SIB)

During the last Devolved Government in Northern Ireland, Ministers wished to see a coordinated approach that would deliver their priorities by accelerating the efficient delivery of the much-needed new schools, hospitals, roads and other infrastructure required for the 21st century. In April 2003, following extensive consultation, The Strategic Investment and Regeneration of Sites (Northern Ireland) Order 2003⁵ established the Strategic Investment Board Limited (SIB).

SIB is a company limited by guarantee, owned by the Office of the First Minister and deputy First Minister (OFMDFM), financed from within the Departmental expenditure limit, with a Board reporting directly to the First Minister and the deputy First Minister.

¹ DF1/07/185351 "SIB Information Management Policy"

² <http://www.legislation.gov.uk/apni/1923/20/contents>

³ http://www.proni.gov.uk/1925_disposal_of_documents_order.pdf

⁴ <http://www.legislation.gov.uk/ukpga/2000/36/contents>

⁵ <http://www.legislation.gov.uk/nisi/2003/410/contents/made>

1.3 SIB's Role and Responsibilities

SIB's role is to act as a bridge between the public and private sectors. It works with Northern Ireland Government Departments and Agencies to help them achieve faster delivery of major public infrastructure projects. In parallel, SIB works with the private sector to inform the market of projects planned, generate confidence and stimulate market interest; thus driving competitive tension and resulting in improved value for the taxpayer.

SIB's key responsibilities are threefold.

- First, it is responsible for producing the Investment Strategy for Northern Ireland (ISNI)¹; a ten-year plan for the delivery of public infrastructure that covers all areas of government including education, health, and transport. The ISNI process comprises the delivery of the infrastructure required to meet the Government's priorities, as determined by Ministers.
- Second, SIB helps the public sector deliver large infrastructure projects and programmes of investment. Working alongside the relevant Government Department(s), SIB seeks to accelerate delivery timetables whilst at the same time achieving better value for the taxpayer. In practice, this means the deployment of staff with extensive experience in the funding and implementation of major investment projects into key project management and advisory roles.
- Third, SIB seeks to foster and promote reform both in the delivery of major infrastructure and as a prerequisite for such investment, and helps build delivery capability by encouraging the development of specialist skills and the use of innovative approaches not usually found in the public sector.

1.4 Background to Records Management within SIB

In July 2006 the Company appointed an Information Manager, bringing together the duties equivalent to a Data Protection Officer and a Records Officer. The Information Manager and the Chief Operating Officer (COO) are tasked with ensuring that the Company complies with the obligations outlined in the Freedom of Information Act 2000. The Information Manager and COO are responsible for providing advice and guidance to SIB staff on Freedom of Information (FOI), Data Protection, Environmental Information Regulations, re-use of public sector information, records management and for carrying forward any information management projects.

The Information Manager endeavours to promote good practice in records management throughout the company. This involves the creation and implementation of retention and disposal schedules.

The need to improve records management practices supports not only management practice, but also reflects the challenges associated with the implementation of the Freedom of Information (FOI) Act. Under FOI those holding records and/or information are required to comply with FOI requests directly and are therefore required to know what information they hold and where it can be found.

SIB's record-keeping was entirely paper-based until April 2007.² Records created electronically were printed out and placed on a paper file to create the "official" record. In April 2007 SIB adopted an Electronic Document and Record Management System

¹ http://www.sibni.org/investment_strategy_for_northern_ireland_2008-2018.pdf

² SIB Finance Records (e.g. invoices, etc.) are kept by Finance in paper format. The Finance Team uses Pegasus Opera II software to manage the SIB Accounts. From April 2007, the Finance Team use TRIM for all other corporate records (e.g. correspondence, policy documents, etc.).

(EDRMS) called TRIM that was implemented, and is maintained by, the Northern Ireland Civil Service (NICS).

1.5 Relationship with the E-retention Policy

This Records Retention and Disposal Policy and Schedule relates to all records created and held by SIB before April 2007: that is all paper records. Whilst some paper records may necessarily be created after April 2007, these will be managed using the EDRMS.¹ A separate records retention and disposal policy or "e-retention policy" for SIB electronic records held within the EDRMS will be developed in conjunction with the Department of Finance and Personnel and NICS.² The e-retention policy will be based on the retention and disposal periods as laid out in this Records Retention and Disposal Policy and Schedule but tailored specifically to meet the technical requirements imposed by an EDRMS.

1.6 Roles and Responsibilities

The Chief Executive and Chief Operating Officer have a duty to ensure that SIB complies with the requirements of legislation affecting the management of records and with supporting regulations and codes.

The Information Manager will ensure that there is consistency in the management of records and advice and that guidance on good records management practice is provided. The Information Manager will co-ordinate activities aimed at ensuring that information is recorded, stored, managed and disposed of both effectively and legally.

Managerial and professional staff are responsible for ensuring that records and information systems in their areas conform to this policy and to the requirements of legislation.

All members of staff are responsible for documenting significant actions and decisions in the records and for maintaining the Company's records in accordance with good records management practice.

2 Operation of the Records Retention and Disposal Policy and Schedule

The following information should be read in conjunction with the "Schedule of Records" in Appendix 1 (on page 9).

2.1 Closing Records

Records should be closed as soon as they have ceased to be actively used other than for reference purposes. Paper records are collated in Registered Files. Registered Files have a maximum life span of five years (subject to any variations recorded in Appendix 1 below). They can be closed at any time up to five years old for the following reasons:

- The file reaches 25 mm thick.
- The file subject is finished.
- Nothing new has been added to a file for two years.

¹ See DF1/07/185351 "SIB Information Management Policy", p. 10, "Electronic and Non-Electronic Documents and Records"

² SIBs electronic records are stored within the Department of Finance and Personnel's dataset on TRIM. While SIB manages and administers its own records, system administrator support and technical advice is provided by the Information Management Unit in DFP.

When a Registered File is due to be closed the Information Manager will consult the Records Retention and Disposal Policy and Schedule and complete the front cover of the file. Details to be recorded should include the date on which the file can be destroyed, transferred to the Public Record Office of Northern Ireland (PRONI) or whether it should be subject to normal review procedures. Closing a file simply means that no further papers can be added but the file can still be used for reference.

2.2 Record Category

Records should be dealt with in categories or groups in order to facilitate their management. Record categories consist of similar records relating to a particular function of the business that can be managed as a whole.

2.3 File/Record Action

The file/record action indicates the trigger point when the retention period will begin. Typically this trigger will be the closure of the record, usually at the end of either the financial or calendar year for ease of administration.

2.4 Retention Period

The retention period required for each type of record is calculated from the trigger point, described in Section 2.3 above. To assist in the management of this process the retention period consists of a starting point plus a number of years (e.g. "CY + 1"). Alternatively the record category may be marked for permanent retention or immediate destruction. In this policy the starting point is expressed as a code: the codes being used are CY, for "Calendar Year", and FY, for "Financial Year" (see Appendix 1 below).

When either starting point is used the record category is kept for the remainder of the financial or calendar year in which it was closed plus the appropriate number of years afterwards.

Example: A record closed on 5 February 2007 where the code is "FY + 7" will be kept until 1 April 2014, at which point the Disposal Action should take place.

2.5 Disposal Action

Disposal does not necessarily mean "destroy"; rather it refers to the disposition of records ("disposal" rather than "disposition" is the preferred term in the UK). Where the disposal action is "**Destroy**" the file should be kept for the period stated and then destroyed in accordance with the National Archives guidelines on Disposal Scheduling.¹

Where the disposal action is "**Review**" the file will be subject to review procedures, which will be initiated by the Information Manager. The review procedures are as follows:

1. Generally Registered Files should be closed five years after their opening (if they have not been closed earlier) and no further papers added. In some cases files may have to be kept open for longer than five years before review.
2. The Information Manager or COO should carry out a first review of every Registered File (five years after its closure or not more than ten years after the file was opened). This review should be based solely on its administrative value.
3. The Information Manager and/or COO will recommend one of the following actions. The file should be:

¹ http://www.nationalarchives.gov.uk/documents/sched_disposal.pdf

- **Destroyed**, subject to item 4 below.
 - **Preserved** permanently (by PRONI).
 - **Retained** by SIB in storage to await a second review after 15 years.
4. Files that the Information Manager or COO recommend for destruction should be notified to PRONI, whose staff may request to inspect them before they are disposed of. A reasonable time limit of one month, sufficient for PRONI to request them, should elapse between the notification and destruction.
 5. Where PRONI makes a recommendation regarding particular records, these records are exempt from the normal review procedures. The PRONI recommendation will be one of the following:
 - "Retain", in which case send the files to PRONI or (if required) amend the File cover to note the future review date proposed by PRONI.
 - "Permanent Preservation", in which case send the files to PRONI.

Where a file is marked for transfer to PRONI, the Information Manager will make arrangements to have the records transferred as soon as possible. He should also ensure that a record is kept of the transfer and an access decision made.

Key summary records such as **reports**, published or otherwise, and **strategy documents** should be considered for Permanent Preservation and retained.

2.6 Commitment to Preserving Files/Records

SIB will take measures to ensure that the records it creates will be physically well maintained and cared for while they are in its custody. Records that leave SIB's custody will either be destroyed or transferred to PRONI for permanent preservation.

Maintenance and care will include:

- Removing paper clips and pins from papers before filing with particular attention being given to those records that, according to the Records Retention and Disposal Policy and Schedule, are to be preserved permanently.
- Removing any electronic storage (e.g. floppy disks) from paper files and converting its contents to hard copy.
- Using files with file covers as opposed to buff folders (which do not offer the same protection to the papers inside).
- Creating continuation files if files get too bulky: i.e. more than 25 mm thick.
- Punching papers to be filed 25 mm in and 25 mm down from the edge to minimise the danger of detachment and resulting loss of information.
- Storing bulky or outsize documents in a pocket or envelope inside the file cover on the left hand side.

The Schedule of Records in Appendix 1 on page 9 sets out the disposal and retention periods for designated business areas within SIB and the appropriate course of action to be taken.

3 Freedom of Information Obligations

For the purpose of this Records Retention and Disposal Policy and Schedule, the term "FOI request" is taken to include requests under the Environmental Information Regulations as well as those under the Freedom of Information Act.

SIB maintains a separate policy document for dealing with Freedom of Information requests.¹

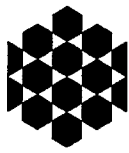
Records directly relating to Freedom of Information requests fall into three main categories:

- Policy records relating to the company's implementation of the Freedom of Information Act and its management of obligations under it.
- Records of FOI requests and any resulting complaints or appeals.
- Records relating to decisions about releasing, withholding or redacting documents as a result of those requests.

When an FOI request has been received for a record on a retention schedule, known to be due for destruction, the destruction of the file should be suspended whilst the request is being processed. Once the request has been closed disposal can be carried out when appropriate according to the schedule.

¹ DF1/09/253908 "Managing Freedom of Information Requests: Procedures for SIB"

4 Signatories



Department of
**Culture, Arts
and Leisure**
www.dcalni.gov.uk



Strategic Investment Board Disposal and Retention Schedule

Prepared as required by the Public Records Act (Northern Ireland), 1923 and in accordance with the Rules made pursuant thereto, approved by Order in Council dated 20th January 1925.

Brett Hannam
**Interim Chief Executive and Chief
Operating Officer, SIB**

Gregor Hamilton
Legal Director, SIB

David Huddleston
**Head of Records Management,
Cataloguing and Access Section**
Public Record Office of Northern Ireland

Aileen McClintock
Deputy Keeper of the Records
Public Record Office of Northern Ireland

Rosalie Flanagan
Permanent Secretary
Department of Culture, Arts & Leisure

Appendix 1 Schedule of Records

KEY TO TABLE 1

FY	Financial Year (1 April – 31 March) in which the file is closed
CY	Calendar Year (ending 31 December) in which the file is closed

Table 1: Schedule of Records

RECORD CATEGORY	FILE/RECORD ACTION	RETENTION PERIOD	DISPOSAL ACTION	EXAMPLES OF RECORDS	NOTES
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A1.1 Human Resources

A1.1.1 Employment and Career

Annual Leave	Close at End of Financial Year	FY + 2 Years	Destroy		
Disciplinary and Grievance	Close upon Termination of Employment	CY + 3 years	Destroy	<ul style="list-style-type: none"> • Reports and investigations of incidents of misconduct • Reports and investigations of alleged incidents which have resulted in a claim of grievance 	
Pay Reviews	Close at End of Financial Year	CY + 3 years	Destroy	Records related to annual Pay Remit	

Records Retention and Disposal Policy and Schedule

RECORD CATEGORY	FILE/RECORD ACTION	RETENTION PERIOD	DISPOSAL ACTION	EXAMPLES OF RECORDS	NOTES
Personnel Files & Training Records	Close upon Termination of Employment	CY + 3 Years	Destroy	All records routinely held in a personnel file, including (but not restricted to): <ul style="list-style-type: none"> • Application Form • Offer letter • Employee Declaration • Expression of Wish • Performance Agreements & Appraisals • Training and Development Records • Resignations 	
Recruitment Files – Staffing Competitions	Close at End of Competition	CY+ 3 years	Destroy	Includes: secondments and recruitment exercises N.B. Information from successful applicants will be placed on their personnel file (i.e. Application Forms and Interview Notes)	Information required for Equal Opportunity monitoring for 3 years

A1.1.2 Equal Opportunities

Equal Opportunity Complaints (external)	Close upon Settlement of Complaint	FY + 3 years	Destroy	Reports and investigations made by external parties (i.e. non-SIB staff) in relation to Equal Opportunity legislation	
Equal Opportunity Complaints (internal)	Close upon Termination of Employment	CY + 3 years	Destroy	Reports and investigations into complaints of discrimination made by SIB employees	
Equal Opportunity Monitoring	Close upon completion	CY + 5 years	Destroy	<ul style="list-style-type: none"> • Article 55 • Annual Returns 	
Equality Promotion & Implementation	Close at end of calendar year	CY + 5 years	Review	Evidence of the organisation's actions to promote equal opportunities.	

RECORD CATEGORY	FILE/RECORD ACTION	RETENTION PERIOD	DISPOSAL ACTION	EXAMPLES OF RECORDS	NOTES
A1.1.3 Health and Safety					
Accident Reports/Books (N.B. not for accidents involving chemicals or asbestos)	Retain until superseded. Close on date of last entry.	CY + 3 years	Destroy	Accidents in the workplace relating to property, equipment or individual	Statutory Requirement: The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) (SI 1995/3163)
Health & Safety Claims	Close upon Settlement of Claim	CY + 3 years	Review	<ul style="list-style-type: none"> • Claims made as a result of a workplace injury • Personal Injury Claims 	
Health & Safety Related Policies	Retain until Superseded	CY + 6 years	Destroy	<ul style="list-style-type: none"> • Staff welfare schemes • Employee Support Schemes, e.g. Carecall 	
HR Policies & Procedures	Retain until Superseded	CY + 3 years	Review	Examples include; Staff Handbook, policies relating to performance appraisals, the management of leave requests and recruitment.	

A1.2 Information and Communication

A1.2.1 Record Keeping and Disposal

Administrative records relating to provision of information management services	Close at end of Calendar Year	CY + 2 years	Destroy	<ul style="list-style-type: none"> • EDRMS • Correspondence with IT Assist • Correspondence with the EDRMS administrators • IT Security Officer approvals 	
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Records Retention and Disposal Policy and Schedule

RECORD CATEGORY	FILE/RECORD ACTION	RETENTION PERIOD	DISPOSAL ACTION	EXAMPLES OF RECORDS	NOTES
Certificates of Destruction	Close at End of Calendar Year	Permanent	Retain		
File Plan Classification	Close when Fileplan Finalised	Permanent	Retain		
Information Audits & Surveys	Close when Audit Finalised	CY + 5 years	Destroy		
Record Reviews	Close when Review is Complete	CY + 2 years	Review		
Retention & Disposal Schedules	Finalisation of Schedule	Permanent	Retain		
Retention & Disposal Schedules – supporting documentation	Finalisation of Schedule	CY + 10 years	Destroy		Correspondence and papers relating to the compilation of disposal schedules
Transfer of Records Notices	Close at End of Calendar Year	CY + 5 years	Destroy		Lists or catalogues of records transferred to PRONI

A1.2.2 Storage

Recalling off-site records	Close at End of Financial Year	CY + 2 Years	Destroy		Records relating to the retrieval of records from off-site storage
Storage Agreements	Retain for life of agreement	CY + 6 Years	Destroy		All documentation relating to offsite storage facilities & agreements with storage provider
Tracking and Location Lists	Until System is Superseded		Destroy		Lists of offsite records and their locations

RECORD CATEGORY	FILE/RECORD ACTION	RETENTION PERIOD	DISPOSAL ACTION	EXAMPLES OF RECORDS	NOTES
A1.2.3 Information Access Requests					
FOI Case File	Closure of Request	CY + 3 years	Destroy	Requests and subsequent responses detailing the FOI request the consideration of possible exemptions and subsequent appeals	
FOI Policy and Procedures	Retain until superseded	CY + 5 Years	Review (consider for permanent retention)	Records related to the handling of FOI requests and other documents regarding practical implementation of FOI	
Information subject to a FOI request but scheduled for destruction	Close 6 months from the date of the last correspondence on the request		Destroy		
A1.2.4 IM Policy, Strategy and Administration					
Internet - Content Management	Close at End of Calendar Year	CY + 3 years	Destroy	Liaison with internet provider relating to website management.	
Website Service Level Agreements	Close upon Termination of Agreement	CY + 5 years	Destroy	Any agreements with NICS departments or external agencies re provision of services to support website (technical and non-technical)	
A1.2.5 Communications					
Contact Databases – External	Constantly Updated until Superseded	CY + 1 year	Destroy	<ul style="list-style-type: none"> • Mailing lists • Christmas card • lists 	

Records Retention and Disposal Policy and Schedule

RECORD CATEGORY	FILE/RECORD ACTION	RETENTION PERIOD	DISPOSAL ACTION	EXAMPLES OF RECORDS	NOTES
Contact Lists – Internal	Constantly Updated until Superseded		Destroy		
Liaison & Consultation	Close at End of Calendar Year	CY + 5 years	Review	Establishment of links and subsequent consultation with government departments, trade unions, public bodies etc.	
Marketing, Promotional Materials and Events	Close at End of Project	CY + 3 years	Review	<ul style="list-style-type: none"> • Corporate publications • Brochures 	
Project Implementation	Close at End of Project	CY + 5 years	Review	Including any Information Management and Marketing projects	
Surveys	Close at End of Project	CY + 5 years	Destroy	All information and results from survey exercises; external stakeholders, staff and inter-departmental surveys	

A1.3 Finance, Property and Assets

A1.3.1 Banking, Payroll and Pensions

Banking Records	Close at End of Financial Year	FY + 7 years	Destroy	Including: petty cash books, draw-downs, lodgement of cheques etc.	
Maternity Pay	Close at End of Tax Year	3 years after the end of the tax year to which they relate	Destroy	Calculations, Certificate (Mat B1s) or other medical evidence N.B. Any records required to evidence the processing of Maternity Pay should be kept in accordance with Payroll Updates	The Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960)
Pay Allowances	Close at End of Financial Year	FY + 7 years	Destroy	<ul style="list-style-type: none"> • Travel & Subsistence Claims • Authorisation for deputising, substitution or overtime 	

RECORD CATEGORY	FILE/RECORD ACTION	RETENTION PERIOD	DISPOSAL ACTION	EXAMPLES OF RECORDS	NOTES
Payroll Updates	Close at End of Financial Year	FY + 7 years	Destroy		
Pension Admin	Close when Agreement with Pension Provider Terminates	Permanent	Retain	Establishment and administration of company pension scheme and any associated agreements.	
Statutory Sick Pay		3 years after the end of the tax year to which they relate	Destroy	Calculations, certificates, self-certificates N.B. Any records required to evidence the processing of Statutory Sick Pay should be kept in accordance with Payroll Updates	The Statutory Sick Pay (General) Regulations 1982 (SI1982/894)

A1.3.2 Other Accountable Financial Records

Accounts – Annual and Management	Close at End of Financial Year	FY + 7 years	Destroy		
Annual Returns	Close at End of Financial Year	FY + 7 years	Destroy	Including: <ul style="list-style-type: none"> • Small & Minor Bodies Return • Use of consultants survey • EU statistics on public procurement 	
Credit Agreements	Close at End of Financial Year	FY + 7 years	Destroy	e.g. with hotels	
Financial Planning Control	Close at End of Financial Year	FY + 7 years	Review	Includes records relating to: <ul style="list-style-type: none"> • Budgetary control • Correspondence with OFMDFM • Quarterly Report 	
Financial Policies & Procedures	Retain until Policy Superseded	FY + 7 years	Review	All financial policies and procedures including those relating to audit.	

Records Retention and Disposal Policy and Schedule

RECORD CATEGORY	FILE/RECORD ACTION	RETENTION PERIOD	DISPOSAL ACTION	EXAMPLES OF RECORDS	NOTES
Fixed Asset Register	Retain until last asset in register has been disposed of	FY + 7 years	Destroy		
Invoices	Close at End of Financial Year	FY + 7 years	Destroy		
Procurement Records (for procurement exercises not undertaken as part of a strategic project)	Close upon Completion of Contract	FY + 7 years	Destroy		
Taxation Records	Close at End of Financial Year	FY + 7 years	Destroy	<ul style="list-style-type: none"> • Corporation Tax • VAT Returns • PAYE records 	

A1.4 Corporate Governance and Administration

A1.4.1 Business Planning, Corporate Governance and Audit

Appointment of Auditors	Close upon Appointment	FY + 5 years	Destroy		
Audit Committee Meetings	Close at End of Financial Year	FY + 7 years	Review	Minutes of meetings and related papers	
Audit Reports – External	Close at End of Financial Year	FY + 7 years	Review	Terms of Reference, working papers, correspondence, draft report, final reports, correspondence	
Audit Reports – Internal	Close at End of Financial Year	FY + 7 years	Review	Final Reports	

RECORD CATEGORY	FILE/RECORD ACTION	RETENTION PERIOD	DISPOSAL ACTION	EXAMPLES OF RECORDS	NOTES
Audit Reports – Supporting Information	Close at End of Financial Year	FY + 3 years	Review	Terms of Reference, Working Papers, Correspondence, Draft Reports	
Business and Corporate Plans	Close when Plan Finalised	Permanent	Retain		
Company Secretary	Close at End of Calendar Year	Permanent	Retain	Any records relating to the function of Company Secretary, including; <ul style="list-style-type: none"> Articles and Memorandum of Association 	
Corporate Governance - Appointment of Board Members	Close upon Completion of Appointment	FY + 5 years	Review	Information Relating to Appointment of SIB Board	
Emergency Planning	Update until Superseded	FY + 5 years	Review	Including business continuity plans	
Meetings – Minutes, Papers and Agendas	Close at End Financial Year	FY + 7 years	Review	<ul style="list-style-type: none"> Remuneration Committee, OFMDFM Stocktakes N.B. Excludes SIB Board meetings	
Operational Partnership Agreements	Close upon Termination of Agreement	FY + 5 years	Review		
Risk Management	Retain until Superseded	FY + 5 years	Review	<ul style="list-style-type: none"> Risk Registers Risk Assessments 	
SIB Board – Minutes & Agendas	Close at End Financial Year	Permanent	Retain		

Records Retention and Disposal Policy and Schedule

RECORD CATEGORY	FILE/RECORD ACTION	RETENTION PERIOD	DISPOSAL ACTION	EXAMPLES OF RECORDS	NOTES
Government Liaison	Close at End Calendar Year	CY + 5 years	Review	<ul style="list-style-type: none"> Liaison with sponsoring department Parliamentary Questions Permanent Secretary Queries 	
Property – Leases & Acquisition Details	Keep open for lifetime of building or for duration of occupancy.	FY + 7 years	Destroy		
Office Relocations	Close upon Completion of Move	FY + 3 years	Destroy	<ul style="list-style-type: none"> Records of move Issues logs 	

A1.4.2 Strategic Projects

Consultancy Contracts	Close upon Completion of Project	FY + 7 years	Review	Records detailing award and completion of a consultancy contract: <ul style="list-style-type: none"> Signed business case Letter of Appointment Contract Evaluation Report 	
Project Files	Close upon Completion of Project	FY + 7 years	Review	All records relating to a project/programme undertaken or funded by SIB.	
Tenders – Unsuccessful Tender Returns	Start of Contract	FY + 1 year	Destroy	Any tender returns received during a procurement process involving SIB where the tender was unsuccessful.	

Appendix 2 Version History

- Previous version – 30 November 2007 – DF1/08/167483 “*SIB Retention Schedule v1.0 - Paper Records - Signed by PRONI*” (02/06/2008).
- 7 January 2011 – PRONI wrote to SIB (DF1/11/10999 “*PRONI Memo to SIB - Suspension of destruction of Records in Public Sector*”):

I am writing to advise you that following legal opinion received by PRONI from the Departmental Solicitor's Office, the destruction of records by Northern Ireland departments and the wider public sector should be suspended. This is to ensure that disposal is compliant with the Public Records Act (NI) 1923 and the Disposal of Documents Order 1925. This suspension will be in place until a new system of assuring retention and disposal schedules is agreed with the Northern Ireland Assembly. ...

- New version created from the previous version. Formatting and layout reviewed.
- Review and revision of all text.
- Revision and clarification of Section 2.5 “Disposal Action” on page 4.
- Appendix 1 Schedule of Records on page 9 revised and reviewed in the context of draft guidance from PRONI (see DF1/11/161307 “*Draft process from PRONI for re-submitting record retention and disposal policy - RE: Suspension of scheduled record disposals and retention and disposal schedules for the Strategic Investment Board*”).
- Version 0.9 [DRAFT] – For review 5-May-11 Draft reviewed by SIB Chief Operating Officer. Approved internally by SIB 13-Jun-11.
- Draft submitted to PRONI for review 15-Jun-11. Comments and changes received 5-Jul-11 – see DF1/11/321739.
- Revised draft Version 1.0 created incorporating all changes from PRONI.
- Version 1.1 printed for signatures.

