

## RECORDS RETENTION SCHEDULE

### Introduction and Scope

MGS is committed to ensuring that good data protection practice is embedded in the culture of our staff and our organisation.

This document sits alongside our Records Management Policy and sets out retention periods for all of our record types (whether held electronically or in hard copy). At the end of the relevant retention period, a record should be destroyed.

The retention periods that have been specified in the table below provide the general rule on the retention period that should apply but there will always be cases that fall outside the norm. If you are concerned that a record should be destroyed earlier, or retained for longer because it remains relevant, please speak to your line manager and then, if required, liaise with the legal officer in order to determine an appropriate retention period in the particular circumstances. **It is not the intention of this policy to result in the destruction of records that we still need, nor in the retention of records that have long become irrelevant.**

Those documents that do not need to be retained for historical record purposes (for example, working documents, proformas, informal e-mail correspondence or administrative/IT procedure guides) do not form part of this policy and may simply be destroyed as and when they are no longer used.

### Guidance on Use

The table below divides the types of records that we hold into basic types, it does not attempt to list each and every record we hold. The table broadly provides for 3 bands of retention periods:

**Band 1 – records needed for the short term – 2 years or less;**

**Band 2 – records needed for the medium term – 7 years;**

**Band 3 – records needed forever – retained permanently.**

If you require guidance on how long a particular item should be retained for, you will first need to consider what the basic nature of the item is and where it falls within the table – please consult your line manager if you need help on this.

Please note that only one copy of a record (electronic or paper) need be retained in accordance with our records management policy. With the exception of contractual documentation, this means that scanned copy (or electronic) documentation will suffice for record purposes, a hard copy need not also be retained.

This document will be kept under continual review.

Document Name:	Records Retention Schedule	Document No:	
Date Issued:	25 May 2018	Rev No:	1
Reason for issue:	New schedule	Issued by:	RR

			Retention Period	
<b>General Agreements and Tenders</b>	Contracts/agreements (and related documentation)	procurement leases property terms of appointment licensing agreements rental/hire purchase indemnities and guarantees information sharing	7 years from expiry - hard copy, original versions should be retained if possible	
	Tender documents	tenders for contracts applications for advisory/assessor positions	7 years	
	Memoranda of Understanding		7 years from expiry - hard copy, original versions should be retained if possible	
<b>Communications</b>	MGS Conference and Event Material	Administrative Papers Delegate Details	4 years 4 years	
	MGS Consultations and Responses	Internal External Responses and Response Register Entry	7 years 7 years	
	MGS Publications	National Strategy, information leaflets and similar publications not of historical significance		7 years from the publication date (or any applicable expiry date, if this is later)
		Annual Report and Accounts		Permanent
		Any other publications of historical significance <sup>1</sup>		Permanent
	MGS Marketing Material		2 years	
	MGS Presentation Material		7 years	
	MGS Website Content	Internal sites External sites	Current Permanent (or until content management system replaced)	
	Non-MGS communication materials	Conference/event materials Presentation materials Publications	2 years	
	Photographs		Permanent	
<b>Complaints</b>	Service complaints	Complaint form,	7 years	

<sup>1</sup> In deciding whether something is of "historical significance" and should be kept permanently, ask yourself, "In 100 years or more, is someone still likely to want or need the record?"

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		response and related correspondence		
		Complaint register entry	7 years	
<b>Correspondence</b>	letters e-mails telephone notes/memos invitations		Non-e-mail correspondence - 2 years E-mail correspondence – 2 years – removed from Microsoft Outlook accounts after 6 months)	
<b>Board, Committees and Panels</b>	Agendas, papers and minutes		Permanent	
	Meeting Arrangements		2 years	
	Appointment of representatives to outside bodies		7 years	
	Annual Evaluation Exercise		7 years	
	Training and Induction Materials		7 years	
	Board/Committee Member Personnel Files	Contact details Meeting attendance Registered interests Performance review Appointment materials		7 years from removal
<b>Legal advice (externally sourced)</b>	Legal opinions, advice notes etc		Permanent	
<b>Facilities Management</b>	Accommodation	Changes Meeting requirements Neighbours Security Tenants	2 years	
		Building Rates Environmental Requirements	7 years	
	Corporate Gifts Record		2 years	
	Goods and Services Supplied	Instruction manuals		On disposal of equipment
		Reports on use etc		2 years
		Procurement decision records		2 years
		Catering and food orders		6 months
Property	Building Maintenance/ Decoration Fire Safety Ground and Plant Maintenance Security		7 years	

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		Building Planning Records	Permanent
<b>Financial Management</b>	Accounts	Standard Sage items Departmental accounts Registration refunds	2 years
		Sage Back-ups (this includes copy invoices etc)	7 years from the date of last audit
	Audit Records		7 years
	Banking and Investment Records		7 years from the date of last audit
	Budgets		7 years from the date of last audit
	Charitable Status Records		Permanent
	Expenses claims		7 years from the date of last audit
	Payroll		7 years from the date of last audit
	Risk Management	Insurance claims	2 years
		Insurance Policies	2 years from expiry
		Risk Assessments	7 years from the date of last audit
		Employer's Liability Certificates	Permanent
	Accuarial Reports		Permanent
Accident/Incident Reports		7 years	
<b>Health and Safety</b>	Work Station Assessments		2 years
	Asbestos Management		7 years
<b>Human Resources</b>	Investors in People	Action Plans and Reviews	7 years
	Pensions	Annual/monthly returns AVC input spreadsheets Contribution rates	7 years
	Personnel Files	File	7 years from employment termination
		Reviews	7 years
		Flexi-leave records	1 year (electronic)
	Recruitment	Database of previous campaigns	7 years
		Unsuccessful applications/responses	1 year
		Adverts	7 years
		Candidate shortlisting	1 year
		Interview Questions	7 years
		Candidate Grading Sheet	1 year
Salaries	Salary structure review materials	4 years	

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	Staff lists		7 years
	Training and Development Records	In-house courses Training database MGS development plans Training reports	7 years
	Work Experience Records		2 years
	Work-Life Balance	Flexible Working Arrangements	2 years after arrangement comes to an end
<b>Information Governance</b>	Data Protection	Subject access requests register Data Protection Register entry materials	7 years
<b>Meeting Records (Non-Board and including internal)</b>	Meetings of significance		2 years
	Other Meetings		1 year
<b>Projects</b>	General		2 years from implementation/conclusion
	Evaluation Reports		7 years from end date
	Projects of material significance		7 years from end date
<b>MGS Policies and Rules</b>	External facing rules and policies	Standards Rules Practice Statements Standing Orders Guidelines Codes Policies and Protocols	Permanent
	Internal policies and guidelines		7 years from expiry
<b>Research</b>	Any unpublished research report (for published reports/statistics)		7 years
<b>Statistics</b>	Research materials (completed surveys etc)		6 months

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	Complaints		Permanent
	Professional Practice		Permanent
	Research		Permanent
	Equality Monitoring	Staff	2 years
		Board member and Committee appointments	7 years
	Website		2 years
<b>Planning</b>	Departmental Action Plans and Strategies		7 years
	Annual and Strategic Plans		Permanent
	Planning Process and Schedule		7 years

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