

Ref	Record	Retention Trigger	Retain for	Action
1	Communications (incoming & outgoing)			
1.1	Staff Mailbox Emails	Creation	1 year	Delete
1.2	Shared Mailbox emails	Creation	1 year	Delete
1.3	External Mailbox emails	Creation	1 year	Delete
1.4	Physical Correspondence	Once Scanned	1 month	Shred
1.5	Chat/instant messaging	Creation	1 year	Delete

2	Marketing & Corporate Communications			
2.1	Campaign material	Campaign completion	7 years	Delete
2.2	Marketing consents	Opt-out/end of campaign	1 year	Delete
2.3	Suppression lists	From request	Perpetuity	n/a
2.4	Third party information e.g. name, address, correspondence	End of relationship/event	7 years	Delete
2.5	Third Party Photos	End of relationship/event	7 years	Delete
2.6	Third party sensitive information e.g. health, ethnicity, gender etc	Consent to process	7 years	Review
2.7	Complaints	Resolution of complaint	7 years	Delete
2.8	Advertising, sponsorship, events material, PR material	Campaign completion	7 years	Review
2.9	Publications	Date of publication	7 years	Delete

3	Research, education & grants			
3.1	Grants payable inc due diligence, records of decisions etc	End of grant period	6 years	Delete
3.2	Researcher/partnership information	End of relationship	6 years	Delete
3.3	Policy and political records	Campaign completion	6 years	Delete
3.4	IP	Creation	Perpetuity	n/a

4	Operating Activities			
4.1	Health & Safety records, inspections, training	Last action	6 years	Delete
4.2	Facilities records e.g. risk assessments, landlord notifications	Creation	6 years	Delete
4.3	Sign in books	Last action	6 years	Delete
4.4	Accident Books - non-health related	Entry	6 years	Delete
4.5	Accident Books - health related	Entry	Perpetuity	n/a
4.6	Statutory maintenance records	Creation	6 years	Delete
4.7	LIAs and DPIAs	End of activity	6 years	Delete
4.8	Exercision of data rights	Last action	1 year	Delete
4.9	Procurement records	Award of contract/PO	7 years	Delete
4.11	Internal meeting notes, information and memos	Creation	1 year	Review
4.12	Project documents	Creation	7 years	Delete
4.13	Legal advice & correspondance	End of activity	7 years	Review

4.14	Procurement & tender information	Creation	7 years	Delete
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5	Governance			
5.1	Register of members & directors	Appointment	Perpetuity	n/a
5.2	Constitutional documents including resolutions & returns	Creation	Perpetuity	n/a
5.3	Board and committee minutes	Creation	Perpetuity	n/a

6	Finance & Commercial			
6.1	Financial information and records internal & external inclusive	Creation	7 years	Delete
6.2	Credit/debit card details	Creation	7 years	Delete
6.3	Project financials & contracts	End of contract	7 years	Delete
6.4	Insurance schedules, policies, claims etc (excluding EL)	Creation	7 years	Delete
6.5	Insurance schedules, policies, claims etc EL only	Creation	Perpetuity	n/a
6.6	Contracts, Deeds, MoUs, NDAs etc	End of contract	7 years	Delete
6.7	Investment funds	Divestment	7 years	Delete
6.8	Financial & Social Investments inc certificates, minutes, dd.	Divestment/dissolution of company	7 years	Anonymise
6.9	Leases and information/correspondance related to leases	Creation	7 years	Delete
6.11	Legacy information	Completion of case	12 years	Delete

7	HR			
7.1	Employee/staff records - recruitment, appraisals, training etc	Cessation of employment	6 years	Delete
7.2	Disciplinarys & greivances upheld	Cessation of employment	6 years	Review
7.3	Volunteer (including trustee) records	Disengagement	6 years	Delete
7.4	Recruitment records (unsuccessful applicants)	Interview date	1 year	Delete
7.5	Payroll information and documentation inclusive	Cessation of employment	7 years	Delete
7.6	Occupational Health related	Entry	Perpetuity	n/a
7.7	Pensions scheme information	Close of scheme	1 year	Delete
7.8	Pensions transactions	Creation	7 years	Delete