

RECORDS RETENTION AND DISPOSAL SCHEDULE

March 2020

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1. INTRODUCTION

1.1 PURPOSE AND SCOPE OF THE RETENTION & DISPOSAL SCHEDULE

As an information-based organisation the service that Invest NI delivers to its customers, staff and stakeholders depends on its efficiency in creating, using, storing and disposing of information. Records must be retained to meet legislative, operational and archival requirements as well as to provide accountability for decisions taken by the organisation. It is therefore vital that all aspects of record management are controlled from creation through to disposal.

At the same time Invest NI aims to only retain the records it creates for as long as they are needed so the purpose of this document is to set out appropriate retention, review and disposal arrangements for Invest NI's records including those created by two of Invest NI's subsidiary companies - Bedford Street Developments Limited ("BSDL") and MRDE Ltd.

The Schedule **does not apply** to another of Invest NI's subsidiary companies "Northern Ireland Co-Operation Overseas Ltd" or "NICO" which is responsible for creating and implementing its own records management policies and procedures.

In Invest NI, MRDE Ltd and BSDL a "record" is defined as follows:

Information held in any format or medium that describes or records an action, event, policy or decision or any occurrences leading to or following an action, event, policy or decision and which indicate who was involved, the context and the date.

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The scope of this Schedule is therefore applicable to any information meeting this definition which is held electronically or in hardcopy by Invest NI or MRDE/BSDL.

The Schedule also does not apply to the following types of informal information which should only be retained for as long as there is a business need. These types of information are not subject to the provisions of the Schedule and must be destroyed or deleted as soon as they are no longer needed. Such items however may be considered worthy of **conversion** to a record - for example the creation of a file note from a Skype conversation or handwritten minutes from a meeting:

- Staff calendars – retained for as long as there is a business need
- Flexi-time sheets – retained for one year or as agreed with line managers
- Handwritten meeting notes or other types of aide memoire retained for as long as there is a business need
- Messaging app conversations and recordings (like Skype)– retained for as long as there is a business need
- Voice or video recordings – retained for as long as there is a business need*

*The business need for the Business Support Team call recordings is 2 years.

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1.2 THE DISPOSAL PROCESS

An essential step **prior** to the disposal of any **records** is the requirement for **review** by relevant Business Areas. Appropriate and proportionate reviews of file/folder titles and/or file/folder contents will be undertaken by staff of any grade possessing the requisite knowledge and/or experience in order to be able to form a judgement on whether or not any of the review criteria listed below apply:

Is there a continuing need to retain this information for the conduct of day-to-day business and/ or investigation including PAC?
Is there clear evidence of a regular future need to refer to this information?
Is there a legal requirement to retain these records (e.g. Health and Safety Regulations)?
Is the information required for conducting legal proceedings in the event of a legal action being taken by or against Invest NI (e.g. internal/external audit)?
Is there a financial requirement to retain these records (e.g. audit, clawback of grant, outstanding loan)?
Is the information needed for statistical analysis to inform future policies or forecasts?
Is the information significant because it provides precedents or is required for authorisation?
Does the file contain any original Share Certificates or Leases?
Are there any other reasons to retain the records?

The **review** step ensures that records that continue to be required for business purposes will be retained for further periods and that those records that are no

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longer needed can be disposed of – either destroyed/deleted or transferred to PRONI as required.

Extension of retention periods will not exceed 3 years at a time to ensure records are not retained unnecessarily. The default position is to destroy records that are no longer needed - records will not be retained for further periods or re-called from storage “just in case” or “just to see what’s in them”. The files or folders of a number of designated categories of record, identified in this Schedule, will require appraisal by PRONI even if Business Areas have reviewed and tagged them for disposal. This ensures that records of historical or evidential value can be identified and transferred to PRONI for permanent preservation.

This Schedule describes:

- the **categories of record** held by Invest NI;
- the process of closing hardcopy files and electronic folders
- the period which files and folders are to be retained following closure (the “**Retention Period**”);
- the **review** process once the retention period has passed and
- the final **disposal** action

The Schedule complies with the requirements of the **Public Records Act (NI) 1923 and the Disposal of Documents Order (Statutory Rules & Orders 1925 No 167)** and has been approved by the Public Record Office of Northern Ireland (PRONI), and through the Department for Communities, it has also been approved by the Northern Ireland Assembly.

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1.3 INVEST NI'S FUNCTIONS AND RESPONSIBILITIES

Invest NI is one of a number of NDPB's sponsored by The Department for the Economy (DfE) having been established by the Industrial Development (Northern Ireland) Act in 2002. Invest NI's activities and operations are governed by DfE through agreed principles set out in a document called the "Management Statement and Financial Memorandum".

The overarching mission of Invest NI is to "support wealth creation in Northern Ireland as an enabler and catalyst to grow innovation, exports, productivity and employment throughout the business base resulting in increased living standards for all."

In pursuing this mission Invest NI creates multitudinous records both within Northern Ireland and throughout its offices worldwide. Records support Invest NI's activities and provide accountability and transparency of its decisions.

When it was established Invest NI assumed responsibility for a range of functions previously undertaken by the Industrial Development Board, the Local Enterprise Development Unit and the Industrial Research and Technology Unit along with some functions of the Training and Employment Agency and elements of the Northern Ireland Tourist Board. At that time Invest NI took ownership of a large number of records of predecessor organisations and in so doing became responsible for their retention and disposal.

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1.4 SETTING RETENTION PERIODS

The Schedule sets out the retention periods for electronic files and hardcopy folders along with disposal actions for all record categories. The retention periods reflect not only statutory requirements and official guidance but also long-standing experience of “**business need**” of Northern Ireland Departments and PRONI.

The retention periods ensure the least number of records are retained whilst business needs and accountability requirements continue to be met. Beyond established business need there is a range of key legislation and official guidance that govern the duration of retention periods.

All records are therefore subject to the requirements of “**Business Need**” and the following general legislative requirements and Code of Practice:

- Public Records Act (Northern Ireland) 1923
- Disposal of Documents Order (Northern Ireland) 1925
- Freedom of Information Act 2000
- Data Protection Act 2018
- General Data Protection Regulation (GDPR)
- Environmental Information Regulations 2004
- The Industrial Development Act (Northern Ireland) 2002
- The Industrial Development Order (Northern Ireland) 1982
- Lord Chancellor’s Code of Practice on the management of records issued under Section 46 of the Freedom of Information Act 2000

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However, in addition, more specific legislation, policy and guidance influence retention periods and these are referenced in the body of the Schedule – they include but are not limited to:

- The Companies Act 2006
- Government Accounting Northern Ireland (GANI) Regulations
- Government Resources and Accounts Act (Northern Ireland) 2001
- The Treaty on the Functioning of the European Union 2012
- Public Service Pensions (Record Keeping and Miscellaneous Amendments) Regulations (Northern Ireland) 2014¹
- Income Tax (Earnings and Pensions) Act 2003
- HMRC Guidance on VAT for Public Bodies 2018
- Health and Safety At Work (Northern Ireland) Order 1978
- Control of Asbestos at Work Regulations (NI) 2003
- [National Archives “Guide to Archiving Personal Data”](#)
- [The National Archives - Records Management - Retention Scheduling - Employee personnel records](#)
- Department of Communities’ Deputy Keeper of Records, Letter to Departments of May 2018: [PRONI Director letter - IGIB IMC](#)
- [DAO \(DFP\) 08/07 Addendum \(15 March 2010\) Minute to Accounting Officers](#) (records relating to the subjects of PAC/investigations)
- Invest NI-Department for the Economy - [Management Statement and Financial Memorandum March 2018](#)

¹ The regulations came into operation on 1 April 2015

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2. OPERATION OF THIS DISPOSAL SCHEDULE

2.1 RECORDS SYSTEMS IN INVEST NI

Invest NI has used an Electronic Document and Records Management System (EDRMS) as the primary depository for electronic records of the organisation's activities and operations for a number of years. However in addition a limited range of hardcopy files continue to be created for a number of specific record types described at 2.5.

Invest NI's EDRMS has a Fileplan structure with two primary record hierarchies – one for records of corporate activity and the other for records of activity directly with customers. As the primary depository of Invest NI's records the EDRMS protects the integrity and provenance of the records stored there and in so doing ensures the transparency and accountability of Invest NI's decisions and actions is maintained.

The rate of creation of hardcopy files has slowed since the earlier version of this Schedule was published however a relatively small number of new files continue to be created and managed through Invest NI's Facilities Management contract.

On occasion large scale reviews and disposals are planned and carried out with the agreement of PRONI. Such a case occurred in 2018/19 when some 37,500 post-retention period files and 20,000 post-retention period EDRMS folders were destroyed / deleted following review of titles against the standard review criteria.

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At the same time and again with PRONI's agreement the digitisation of some 25,000 hardcopy folders was initiated with destruction of the original scanned hardcopy files planned a year after digitisation in 2021/22 Scanned files will be reviewed on an ongoing basis whilst circa 10,000 files will remain stored as hardcopy in off-site storage.

2.2 CLOSURE OF FILES AND FOLDERS

Invest NI Information Management Team periodically closes EDRMS folders rendering them "Read Only" and hardcopy files are also routinely "Closed" after the standard 2 years.

Closing a file or folder means that no further documentation can be added - although they will continue to be accessible for reference. The closure date is an important trigger in the disposal process, normally marking the start of the 'retention period' at the end of which the review process is followed.

2.3 REVIEW AND DISPOSAL PROCESS

All files and folders will be reviewed by Business Areas against ongoing business requirements once they reach the end of their retention period and either tagged for disposal or retention for further periods.

Following review by the relevant Business Area those electronic folders for which the disposal action is "PRONI Appraisal" and which have been tagged by Business Areas for disposal, will be reviewed in situ by PRONI to determine if the files are worthy of Permanent Preservation.

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The remaining electronic folders tagged by Business Areas for disposal and for which the disposal action in the Schedule is “Destroy” will be deleted from the EDRMS.

Detailed records of review and destruction processes will be maintained by Invest NI Information Management Team – these will be retained in perpetuity by Invest NI and its successors.

A similar process will be followed for hardcopy files and/or their digitised equivalents.

The review/disposal process is summarised below:

a. Business Area Review

Business Areas will review all files and folders at the end of the designated retention periods and will determine if the records held in these files or folders need to be retained for longer.

b. PRONI Appraisal

The long term historical and evidential value of some records cannot be determined only from the file or folder title or from the record categories described within this Schedule. Records designated “PRONI Appraisal” therefore require first hand appraisal by PRONI staff once Business Areas have tagged them for disposal. If PRONI considers that there is **no** long term value, the records will be destroyed; otherwise they will be transferred to PRONI under warrant as statutory procedures dictate.

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c. Destroy

If files and folders are designated “Destroy” in the Schedule they will be destroyed once they have been tagged for disposal by Business Areas following review. The only exceptions to disposal being when the records in question are the subject of any type of investigation as described in 2.5. Files or folders that have been appraised but not required by PRONI will also be destroyed.

d. Permanent Retention in Invest NI

A number of records designated in this Schedule including the records of files and folders reviewed and disposed of, will be permanently retained in Invest NI for reasons of accountability and transparency.

e. Permanent Preservation in PRONI

The records in this category will be transferred to the Public Record Office of Northern Ireland (PRONI) under warrant where they will be preserved as Public Records under the Public Records (Northern Ireland) Act 1923.

Invest NI will make access recommendations when transferring records to PRONI.

Once transferred by Invest NI the records are considered to have become Historical Records (as defined within the Freedom of Information Act 2000, Part 6). Invest NI will also carry out a further review of records as required where records have been withheld from public access based on an FOI or DPA exemption.

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2.4 RETENTION OF ORIGINAL HARDCOPY RECORDS

There are a number of categories of record created originally in hardcopy which must continue to be retained in original hardcopy until the time when, at the end of the designated retention period, their disposal has been approved by the relevant Business Area in line with section 2.3 above. Such records may include for example:

- Company books including the Registers of:
Shareholders
Directors and Secretaries
Directors' interests
Charges
- Material protected by copyright
- Any documentation in respect of which litigation or criminal proceedings are likely, suspected or contemplated or where proceedings have been issued
- Share certificates
- All documentation relating to property title
- All contractual documentation relating to a property transaction (including leases)
- All finance documents such as loan agreements, charges, facility agreements, mortgages and other forms of security
- Hard copy letters of offer (where not signed electronically)
- Guarantees

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- All contracts and deeds not signed electronically (note: deeds cannot be signed electronically)
- Original hardcopy documentation **not** belonging to Invest Northern Ireland
- Any documentation creating a trust or amending its terms and documentation created during the creation of a trust (e.g. declarations, due diligence records, questionnaires)
- Any documentation containing an original seal
- Invest NI's Register of Seals
- Any documentation stamped by a Government body
- Contracts of employment

2.5 POSTPONEMENT OF DISPOSAL ACTIONS

When litigation, criminal proceedings, audits or any other type of investigations are on-going, likely, suspected or contemplated it will be necessary to override the Schedule requirements. When cases such as this arise relevant records will be retained for 10 years from the end of the investigation. Any Business Area that is aware of any type of investigation (including NIAO and PAC enquiries) must notify the Information Management Team at the earliest opportunity, so that disposal can be postponed (See [DAO \(DFP\) 08/07 Addendum \(15 March 2010\) Minute to Accounting Officers](#)).

Similarly any disposal relating to information requested under FOI, EIR or DPA legislation will be put on hold for period during which a request is live. (Note:

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disposal of information that is the subject of an on-going FOI, EIR or DPA request is illegal.)

2.6 ROLES AND RESPONSIBILITIES

Although there are four main roles in the area of records management in Invest NI (Information Asset Owner, Information Management Team, Departmental Security Officer and Senior Information Risk Owner) **all staff** play a crucial role in ensuring records are retained and reviewed at the appropriate time.

The primary role of the **Information Management Team** is to ensure that: record management policies, procedures and systems are in place and communicated to the organisation; that advice and guidance on record management practice are available; and that record disposal arrangements are effective and efficient and follow agreed procedures. The Information Management Team will also identify the hardcopy files and electronic folders that are due for review and manage the review and disposal processes.

Information Asset Owners (Directors and Heads of Division) will ensure compliance with Records Management policies and procedures within their respective Business Area. They will ensure that the necessary records are created, stored, managed and disposed of efficiently, securely, legally and in a timely manner. Information Asset Owners will be assisted in this role by **Information Coordinators** based in teams throughout the organisation as well as by the Information Management team.

The **Senior Information Risk Owner** (or “SIRO”) is responsible for managing information risk and leads the organisational response in this area.

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The **Departmental Security Officer** (or “DSO”) as the name suggests is responsible for all aspects of protective security – physical, information and personnel, in Invest NI.

Finally **all members of staff** are individually responsible for the information they create or receive and must ensure that records of transactions and decisions in which they are involved, are created, stored and maintained in accordance with the Invest NI’s Record Management policy.

2.7 COMMITMENT TO PRESERVING RECORDS

Since some of Invest NI’s records will be appraised and transferred for permanent preservation to PRONI, sight must not be lost of the archival value of the records Invest NI creates and retains. This is an important aspect of record keeping particularly in light of GDPR and other Data Protection legislation. Such legislation does not require Invest NI to divest itself of records containing personal information once its immediate use has passed. Records containing information of this nature must continue to be reviewed and disposed of in line with this Schedule and Invest NI’s Records Management Policy.

This Retention & Disposal Schedule not only provides the authority for destroying records but also for preserving them. Invest NI will ensure that the records it creates will be physically well maintained and cared for while they are in its custody.

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2.8 REVIEWING THE SCHEDULE

Invest NI is committed to reviewing and updating this schedule at least every three years whilst consulting with PRONI to ensure that:

- the types of records held and listed in it remain current
- the disposal decisions and triggers remain appropriate

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3. THE SCHEDULE

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Function 1: Audit and Accountability

	Subject (1)	Subject (2)	Retention Period	Action following Review by Business Area	Reason for the Duration of Retention Period or Relevant Legislation, Guidance or Policy Influencing or Governing the Duration of Retention Periods
1.1	Internal Audit		7 years	Destroy	Government Accounting Northern Ireland (GANI) Regulations Government Resources and Accounts Act (Northern Ireland) 2001 The Audit (Northern Ireland) Order 1987 Income Tax (Earnings and Pensions) Act 2003 HMRC Guidance on VAT for Public Bodies 2018 The Treaty on the Functioning of the European Union 2012 The Companies Act 2006
1.2	External Audit		7 years	Destroy	Government Accounting Northern Ireland (GANI) Regulations Government Resources and Accounts Act (Northern Ireland) 2001 The Audit (Northern Ireland) Order 1987 Income Tax (Earnings and Pensions) Act 2003 HMRC Guidance on VAT for Public Bodies 2018 The Treaty on the Functioning of the European Union 2012 The Companies Act 2006

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	Subject (1)	Subject (2)	Retention Period	Action following Review by Business Area	Reason for Retention Period and/or Relevant Legislation, Guidance or Policy Influencing or Governing the Duration of Retention Periods
1.3	Audit Authority		10 years	Destroy	Government Accounting Northern Ireland (GANI) Regulations Government Resources and Accounts Act (Northern Ireland) 2001 The Audit (Northern Ireland) Order 1987 Income Tax (Earnings and Pensions) Act 2003 HMRC Guidance on VAT for Public Bodies 2018 The Treaty on the Functioning of the European Union 2012 The Companies Act 2006
1.4	Fraud Management		7 years	Destroy	Invest NI-Department for the Economy "Management Statement and Financial Memorandum"
1.5	Internal Control Statement		7 years	Destroy	Invest NI-Department for the Economy "Management Statement and Financial Memorandum"

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	Subject (1)	Subject (2)	Retention Period	Action following Review by Business Area	Reason for Retention Period and/or Relevant Legislation, Guidance or Policy Influencing or Governing the Duration of Retention Periods
1.6	Meetings	Strategic / Senior Management	5 years	PRONI Appraisal	Business Need
		Operational	5 years	Destroy	Business Need
1.7	Policy		5 years	Destroy	Invest NI-Department for the Economy "Management Statement and Financial Memorandum"
1.8	Procedures		5 years	Destroy	Invest NI-Department for the Economy "Management Statement and Financial Memorandum"
1.9	Risk Management		7 years	Destroy	Invest NI-Department for the Economy "Management Statement and Financial Memorandum"

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Function 2: Customer Support

	Subject (1)	Subject (2)	Retention Period	Action following Review by Business Area	Reason for the Duration of Retention Period or Relevant Legislation, Guidance or Policy Influencing or Governing the Duration of Retention Periods
2.1	Individual financial and non-financial customer interventions	Individual customer projects, scoping, background, business cases, projections, appraisals, case papers, negotiations, offers, monitoring, claims, payments, amendments, recoveries, clawback, advice, information, consultancy, professional support	10 years from the end of the last approved period of operation of a programme or scheme	PRONI Appraisal of Noted ² Records only Destroy Remainder	The Industrial Development Act (Northern Ireland) 2002 The Industrial Development Order (Northern Ireland) 1982 Invest NI-Department for the Economy "Management Statement and Financial Memorandum" Government Accounting Northern Ireland (GANI) Regulations Government Resources and Accounts Act (Northern Ireland) 2001 The Audit (Northern Ireland) Order 1987 Income Tax (Earnings and Pensions) Act 2003 HMRC Guidance on VAT for Public Bodies 2018 The Treaty on the Functioning of the European Union 2012 The Companies Act 2006

² "Noted" means any file or folder flagged by owning teams as possessing information that is significant by way of: setting a precedent; being exemplar of its type; relating to a noteworthy intervention; relating to an investigation or significant bad news; containing information about a notable occurrence

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	Subject (1)	Subject (2)	Retention Period	Action following Review by Business Area	Reason for the Duration of Retention Period or Relevant Legislation, Guidance or Policy Influencing or Governing the Duration of Retention Periods
2.2	International and Business Support Team enquiries	Enquiries generated through the business support team or International enquires via phone, web, e-mail or contact forms. Excludes international prospecting.	3 years from completion of the interactions if the customer hasn't progressed to client status.	Destroy	Business Need
2.3	Leads/ Contacts/ Customers with no interactions and not on a marketing list.	Leads/ Contacts / Customers with previous interactions destroyed.	In line with 2.2	Destroy	Business Need
2.4	International Prospecting records	Customer emails, meetings, records against Prospect and Trade Prospect records where there has been no further interaction.	7 years from last interaction or from the date the record was deactivated.	Destroy	Business Need

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	Subject (1)	Subject (2)	Retention Period	Action following Review by Business Area	Reason for the Duration of Retention Period or Relevant Legislation, Guidance or Policy Influencing or Governing the Duration of Retention Periods
2.5	Management of Programmes and Schemes	Programme or Scheme scoping, background, business case, planning, appraisal, evaluation, management, monitoring, claims, External Delivery Organisations, contractors, payments, consultants, professional support	10 years from the end of the last approved period of operation of a programme or scheme	PRONI Appraisal of Noted ³ Records only Destroy Remainder	The Industrial Development Act (Northern Ireland) 2002 The Industrial Development Order (Northern Ireland) 1982 Invest NI-Department for the Economy "Management Statement and Financial Memorandum" Government Accounting Northern Ireland (GANI) Regulations Government Resources and Accounts Act (Northern Ireland) 2001 The Audit (Northern Ireland) Order 1987 Income Tax (Earnings and Pensions) Act 2003 HMRC Guidance on VAT for Public Bodies 2018 The Treaty on the Functioning of the European Union 2012 The Companies Act 2006

³ "Noted" means any file or folder flagged by owning teams as possessing information that is significant by way of: setting a precedent; being exemplar of its type; relating to a noteworthy intervention; relating to an investigation or significant bad news; containing information about a notable occurrence

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	Subject (1)	Subject (2)	Retention Period	Action following Review by Business Area	Reason for the Duration of Retention Period or Relevant Legislation, Guidance or Policy Influencing or Governing the Duration of Retention Periods
2.6	Customer Relations	Correspondence, file notes, accounts, briefings, contact details, routine monitoring	5 Years	PRONI Appraisal of Noted ⁴ records only Destroy Remainder	Business Need
2.7	Meetings	Strategic/Senior Management	5 years	PRONI Appraisal	Business Need
		Operational	5 years	Destroy	Business Need
2.8	Reporting		5 years	Destroy	Business Need
2.9	Standards	Customer Service Excellence	5 years	Destroy	Customer Service Excellence Standard

⁴ "Noted" means any file or folder flagged by owning teams as possessing information that is significant by way of: setting a precedent; being exemplar of its type; relating to a noteworthy intervention; relating to an investigation or significant bad news; containing information about a notable occurrence

Function 3: Financial Management

	Subject (1)	Subject (2)	Retention Period	Action following Review by Business Area	Reason for the Duration of Retention Period or Relevant Legislation, Guidance or Policy Influencing or Governing the Duration of Retention Periods
3.1	Financial Accounting		7 years	Destroy	<p>Invest NI-Department for the Economy "Management Statement and Financial Memorandum"</p> <p>Government Accounting Northern Ireland (GANI) Regulations</p> <p>Government Resources and Accounts Act (Northern Ireland) 2001</p> <p>The Audit (Northern Ireland) Order 1987</p> <p>Income Tax (Earnings and Pensions) Act 2003</p> <p>HMRC Guidance on VAT for Public Bodies 2018</p> <p>The Treaty on the Functioning of the European Union 2012</p> <p>The Companies Act 2006</p> <p>Invest NI-Department for the Economy "Management Statement and Financial Memorandum"</p>

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	Subject (1)	Subject (2)	Retention Period	Action following Review by Business Area	Reason for the Duration of Retention Period or Relevant Legislation, Guidance or Policy Influencing or Governing the Duration of Retention Periods
	Management Accounting (Including payroll and all sub-ledgers)		10 years	Destroy	Invest NI-Department for the Economy "Management Statement and Financial Memorandum" Government Accounting Northern Ireland (GANI) Regulations Government Resources and Accounts Act (Northern Ireland) 2001 The Audit (Northern Ireland) Order 1987 Income Tax (Earnings and Pensions) Act 2003 HMRC Guidance on VAT for Public Bodies 2018 The Treaty on the Functioning of the European Union 2012 The Companies Act 2006 Invest NI-Department for the Economy "Management Statement and Financial Memorandum"

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	Subject (1)	Subject (2)	Retention Period	Action following Review by Business Area	Reason for the Duration of Retention Period or Relevant Legislation, Guidance or Policy Influencing or Governing the Duration of Retention Periods
3.2	Procurement		10 years	Destroy	<p>Invest NI-Department for the Economy "Management Statement and Financial Memorandum"</p> <p>Government Accounting Northern Ireland (GANI) Regulations</p> <p>Government Resources and Accounts Act (Northern Ireland) 2001</p> <p>The Audit (Northern Ireland) Order 1987</p> <p>Income Tax (Earnings and Pensions) Act 2003</p> <p>HMRC Guidance on VAT for Public Bodies 2018</p> <p>The Treaty on the Functioning of the European Union 2012</p> <p>The Companies Act 2006</p> <p>Invest NI-Department for the Economy "Management Statement and Financial Memorandum"</p>

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	Subject (1)	Subject (2)	Retention Period	Action following Review by Business Area	Reason for the Duration of Retention Period or Relevant Legislation, Guidance or Policy Influencing or Governing the Duration of Retention Periods
3.3	Contracts for Services		10 years	Destroy	<p>Invest NI-Department for the Economy "Management Statement and Financial Memorandum"</p> <p>Government Accounting Northern Ireland (GANI) Regulations</p> <p>Government Resources and Accounts Act (Northern Ireland) 2001</p> <p>The Audit (Northern Ireland) Order 1987</p> <p>Income Tax (Earnings and Pensions) Act 2003</p> <p>HMRC Guidance on VAT for Public Bodies 2018</p> <p>The Treaty on the Functioning of the European Union 2012</p> <p>The Companies Act 2006</p> <p>Invest NI-Department for the Economy "Management Statement and Financial Memorandum"</p>

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	Subject (1)	Subject (2)	Retention Period	Action following Review by Business Area	Reason for the Duration of Retention Period or Relevant Legislation, Guidance or Policy Influencing or Governing the Duration of Retention Periods
3.4	Allowances		10 years	Destroy	<p>Invest NI-Department for the Economy "Management Statement and Financial Memorandum"</p> <p>Government Accounting Northern Ireland (GANI) Regulations</p> <p>Government Resources and Accounts Act (Northern Ireland) 2001</p> <p>The Audit (Northern Ireland) Order 1987</p> <p>Income Tax (Earnings and Pensions) Act 2003</p> <p>HMRC Guidance on VAT for Public Bodies 2018</p> <p>The Treaty on the Functioning of the European Union 2012</p> <p>The Companies Act 2006</p> <p>Invest NI-Department for the Economy "Management Statement and Financial Memorandum"</p>

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	Subject (1)	Subject (2)	Retention Period	Action following Review by Business Area	Reason for the Duration of Retention Period or Relevant Legislation, Guidance or Policy Influencing or Governing the Duration of Retention Periods
3.5	Budget		7 years	Destroy	<p>Invest NI-Department for the Economy "Management Statement and Financial Memorandum"</p> <p>Government Accounting Northern Ireland (GANI) Regulations</p> <p>Government Resources and Accounts Act (Northern Ireland) 2001</p> <p>The Audit (Northern Ireland) Order 1987</p> <p>Income Tax (Earnings and Pensions) Act 2003</p> <p>HMRC Guidance on VAT for Public Bodies 2018</p> <p>The Treaty on the Functioning of the European Union 2012</p> <p>The Companies Act 2006</p> <p>Invest NI-Department for the Economy "Management Statement and Financial Memorandum"</p>

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	Subject (1)	Subject (2)	Retention Period	Action following Review by Business Area	Reason for the Duration of Retention Period or Relevant Legislation, Guidance or Policy Influencing or Governing the Duration of Retention Periods
3.6	Business Cases		10 years	Destroy	<p>Invest NI-Department for the Economy "Management Statement and Financial Memorandum"</p> <p>Government Accounting Northern Ireland (GANI) Regulations</p> <p>Government Resources and Accounts Act (Northern Ireland) 2001</p> <p>The Audit (Northern Ireland) Order 1987</p> <p>Income Tax (Earnings and Pensions) Act 2003</p> <p>HMRC Guidance on VAT for Public Bodies 2018</p> <p>The Treaty on the Functioning of the European Union 2012</p> <p>The Companies Act 2006</p> <p>Invest NI-Department for the Economy "Management Statement and Financial Memorandum"</p>

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	Subject (1)	Subject (2)	Retention Period	Action following Review by Business Area	Reason for the Duration of Retention Period or Relevant Legislation, Guidance or Policy Influencing or Governing the Duration of Retention Periods
3.7	Asset Management		7 years	Destroy	<p>Invest NI-Department for the Economy "Management Statement and Financial Memorandum"</p> <p>Government Accounting Northern Ireland (GANI) Regulations</p> <p>Government Resources and Accounts Act (Northern Ireland) 2001</p> <p>The Audit (Northern Ireland) Order 1987</p> <p>Income Tax (Earnings and Pensions) Act 2003</p> <p>HMRC Guidance on VAT for Public Bodies 2018</p> <p>The Treaty on the Functioning of the European Union 2012</p> <p>The Companies Act 2006</p> <p>Invest NI-Department for the Economy "Management Statement and Financial Memorandum"</p>

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	Subject (1)	Subject (2)	Retention Period	Action following Review by Business Area	Reason for the Duration of Retention Period or Relevant Legislation, Guidance or Policy Influencing or Governing the Duration of Retention Periods
3.8	Funding		7 years	Destroy	<p>Invest NI-Department for the Economy "Management Statement and Financial Memorandum"</p> <p>Government Accounting Northern Ireland (GANI) Regulations</p> <p>Government Resources and Accounts Act (Northern Ireland) 2001</p> <p>The Audit (Northern Ireland) Order 1987</p> <p>Income Tax (Earnings and Pensions) Act 2003</p> <p>HMRC Guidance on VAT for Public Bodies 2018</p> <p>The Treaty on the Functioning of the European Union 2012</p> <p>The Companies Act 2006</p> <p>Invest NI-Department for the Economy "Management Statement and Financial Memorandum"</p>

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	Subject (1)	Subject (2)	Retention Period	Action following Review by Business Area	Reason for the Duration of Retention Period or Relevant Legislation, Guidance or Policy Influencing or Governing the Duration of Retention Periods
3.9	Meetings	Strategic / Senior Management	5 years	PRONI Appraisal	Business Need
		Operational	5 years	Destroy	Business Need
3.10	Procedures		5 years	Destroy	Business Need
3.11	Projects		5 years	Destroy	Business Need
3.12	Reporting		5 years	Destroy	Business Need

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	Subject (1)	Subject (2)	Retention Period	Action following Review by Business Area	Reason for the Duration of Retention Period or Relevant Legislation, Guidance or Policy Influencing or Governing the Duration of Retention Periods
3.13	Taxation		7 years	Destroy	<p>Invest NI-Department for the Economy "Management Statement and Financial Memorandum"</p> <p>Government Accounting Northern Ireland (GANI) Regulations</p> <p>Government Resources and Accounts Act (Northern Ireland) 2001</p> <p>The Audit (Northern Ireland) Order 1987</p> <p>Income Tax (Earnings and Pensions) Act 2003</p> <p>HMRC Guidance on VAT for Public Bodies 2018</p> <p>The Treaty on the Functioning of the European Union 2012</p> <p>The Companies Act 2006</p> <p>Invest NI-Department for the Economy "Management Statement and Financial Memorandum"</p>

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	Subject (1)	Subject (2)	Retention Period	Action following Review by Business Area	Reason for the Duration of Retention Period or Relevant Legislation, Guidance or Policy Influencing or Governing the Duration of Retention Periods
3.14	Share Certificates		Period of Validity	Destroy	<p>Invest NI-Department for the Economy "Management Statement and Financial Memorandum"</p> <p>Government Accounting Northern Ireland (GANI) Regulations</p> <p>Government Resources and Accounts Act (Northern Ireland) 2001</p> <p>The Audit (Northern Ireland) Order 1987</p> <p>Income Tax (Earnings and Pensions) Act 2003</p> <p>HMRC Guidance on VAT for Public Bodies 2018</p> <p>The Treaty on the Functioning of the European Union 2012</p> <p>The Companies Act 2006</p> <p>Invest NI-Department for the Economy "Management Statement and Financial Memorandum"</p>

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	Subject (1)	Subject (2)	Retention Period	Action following Review by Business Area	Reason for the Duration of Retention Period or Relevant Legislation, Guidance or Policy Influencing or Governing the Duration of Retention Periods
3.15	BSDL and MRDE Ltd	Company Books	10 years	Permanent Preservation in PRONI	Invest NI-Department for the Economy "Management Statement and Financial Memorandum" Government Accounting Northern Ireland (GANI) Regulations Government Resources and Accounts Act (Northern Ireland) 2001 The Audit (Northern Ireland) Order 1987 Income Tax (Earnings and Pensions) Act 2003 HMRC Guidance on VAT for Public Bodies 2018 The Treaty on the Functioning of the European Union 2012 The Companies Act 2006 Invest NI-Department for the Economy "Management Statement and Financial Memorandum"
3.16	Invest NI Seal	Register of Seals	Period of validity of last document to be sealed	Destroy	Industrial Development Act (Northern Ireland) 2002

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Function 4: Human Resources – Records of the Service of Individual Members of Staff

	Subject (1)	Subject (2)	Retention Period	Action following Review by Business Area	Reason for the Duration of Retention Period or Relevant Legislation, Guidance or Policy Influencing or Governing the Duration of Retention Periods
4.1	Written Particulars of Employment	Contracts of Employment Changes to terms and conditions Change of hours letters, Official Secrets Act forms, Oath of Allegiance forms	Until Age 100	Destroy	Public Service Pensions (Record Keeping and Miscellaneous Amendments) Regulations (Northern Ireland) 2014 Income Tax (Earnings and Pensions) Act 2003 National Archives “Guide to Archiving Personal Data” The National Archives - Records Management – Retention Scheduling - Employee Personnel Records Department of Communities’ Deputy Keeper of Records, Letter to Departments of May 2018

	Subject (1)	Subject (2)	Retention Period	Action following Review by Business Area	Reason for the Duration of Retention Period or Relevant Legislation, Guidance or Policy Influencing or Governing the Duration of Retention Periods
4.2	Career History	Location Promotion/temporary promotion Substitution documentation Transfer documents Training history Recruitment Appointment Promotion / board selection papers Records of disciplinary action leading to changes to terms and conditions of service, salary, pay or allowances Record of location of overseas service Record of previous service Professional qualifications (eg medical, scientific, technical)	Until Age 100	Destroy	Public Service Pensions (Record Keeping and Miscellaneous Amendments) Regulations (Northern Ireland) 2014 Income Tax (Earnings and Pensions) Act 2003 National Archives "Guide to Archiving Personal Data" The National Archives - Records Management – Retention Scheduling - Employee Personnel Records Department of Communities' Deputy Keeper of Records, Letter to Departments of May 2018

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	Subject (1)	Subject (2)	Retention Period	Action following Review by Business Area	Reason for the Duration of Retention Period or Relevant Legislation, Guidance or Policy Influencing or Governing the Duration of Retention Periods
4.3	Personal Security	AccessNI records: The date of the disclosure The name of the subject of the disclosure The type of disclosure The position for which the disclosure was requested The unique AccessNI number for that disclosure The recruitment decision taken	Until age 100	Destroy	Business Need
		Employee Security Record	5 years after leaving (if at normal retirement age) or 10 years after leaving (if before normal retirement age)	Destroy	Business Need

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	Subject (1)	Subject (2)	Retention Period	Action following Review by Business Area	Reason for the Duration of Retention Period or Relevant Legislation, Guidance or Policy Influencing or Governing the Duration of Retention Periods
4.4	Employee Health	Health Declaration	Until age 100	Destroy	Public Service Pensions (Record Keeping and Miscellaneous Amendments) Regulations (Northern Ireland) 2014 Income Tax (Earnings and Pensions) Act 2003 National Archives "Guide to Archiving Personal Data" The National Archives - Records Management – Retention Scheduling - Employee personnel records Department of Communities - Deputy Keeper of Records - Letter to Departments of May 2018
		Health Referrals	Until age 100		
		Medical reports Occupational Health Service referrals and reports			
		Medical reports, certificates and records relating to any injury on duty	Until age 100		
		Death certificates	Until age 100		
		Complete Sick Absence record	Until age 100		
		Medical/Self Certificates Unrelated to industrial injury	4 years from end of period of sickness	Destroy	Business Need
	Welfare reports	6 years from case closure	Destroy	Business Need	

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	Subject (1)	Subject (2)	Retention Period	Action following Review by Business Area	Reason for the Duration of Retention Period or Relevant Legislation, Guidance or Policy Influencing or Governing the Duration of Retention Periods
		<p>Medical reports of staff exposed to a substance hazardous to health:</p> <p>Control of Lead at Work</p> <p>Control of Asbestos at Work</p> <p>Work with Compressed Air</p> <p>Work with Ionising Radiation</p>	<p>40 years after last record</p> <p>40 years after last record</p> <p>40 years from last record</p> <p>50 years from date of last record</p>	<p>Destroy</p>	<p>Health and Safety At Work (Northern Ireland) Order 1978</p> <p>Control of Asbestos at Work Regulations (NI) 2003</p> <p>Compressed Air (Work in Compressed Air Regulations 1996)</p> <p>Radiation (Ionising Radiation Regulations 1985)</p> <p>Control of Lead at Work Regulations 1980</p>

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	Subject (1)	Subject (2)	Retention Period	Action following Review by Business Area	Reason for the Duration of Retention Period or Relevant Legislation, Guidance or Policy Influencing or Governing the Duration of Retention Periods
4.5	Pay and Pension History	Monthly record	Until age 100	Destroy	Public Service Pensions (Record Keeping and Miscellaneous Amendments) Regulations (Northern Ireland) 2014 Income Tax (Earnings and Pensions) Act 2003 National Archives "Guide to Archiving Personal Data" The National Archives - Records Management – Retention Scheduling - Employee Personnel Records Department of Communities' Deputy Keeper of Records, Letter to Departments of May 2018
		Performance pay			
		Overtime pay			
		Allowances			
		Pay enhancements			
Taxable allowances	Until age 100				
Payment for untaken leave	Until age 100				
Reduced pay	Until age 100				
No pay	Until age 100				
Statutory sickness/maternity leave and pay	Until age 100				
Resignation, termination and/or retirement letters	Until age 100				
Civil Service Pensions - added years	Until age 100				
Civil Service Pensions - Additional Voluntary Contributions	Until age 100				
Decree Absolutes	Until age 100				

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	Subject (1)	Subject (2)	Retention Period	Action following Review by Business Area	Reason for the Duration of Retention Period or Relevant Legislation, Guidance or Policy Influencing or Governing the Duration of Retention Periods
		Marriage certificate and civil registration documents	Until age 100	Destroy	<p>Public Service Pensions (Record Keeping and Miscellaneous Amendments) Regulations (Northern Ireland) 2014</p> <p>Income Tax (Earnings and Pensions) Act 2003</p> <p>National Archives "Guide to Archiving Personal Data"</p> <p>The National Archives - Records Management – Retention Scheduling - Employee Personnel Records</p> <p>Department of Communities' Deputy Keeper of Records, Letter to Departments of May 2018</p>
		Unpaid leave periods	Until age 100		
		Third party advances in lieu of pay	7		
		Current Address Details	7		
		Variation of Hours – calculation formula for individual.	7		
		Overpayment documentation	7		
		Current Bank details	7		
		Building Society references	6 months from issue		
		Qualifications/References	6 Years after employment has ended		

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FUNCTION 4: Human Resources - Administration

	Subject (1)	Subject (2)	Retention Period	Action following Review by Business Area	Reason for the Duration of Retention Period or Relevant Legislation, Guidance or Policy Influencing or Governing the Duration of Retention Periods
4.6	Recruitment	Successful recruitment documents	3 years following termination of employment	Destroy	Business Need
		Unsuccessful recruitment documents	3 years from closure of competition	Destroy	Business Need
		AccessNI Records	Until final decision about the applicants suitability is determined - not exceed 6 months. Access NI will approve the retention of the disclosures for a longer period in exceptional circumstances and where there is a requirement to retain so that the RQIA can have access to fulfil its statutory duties.	Destroy	Business Need

	Subject (1)	Subject (2)	Retention Period	Action following Review by Business Area	Reason for the Duration of Retention Period or Relevant Legislation, Guidance or Policy Influencing or Governing the Duration of Retention Periods
4.7	Meetings	Strategic / Senior Management Meetings	5 years	Destroy	Business Need
		Operational Meetings	5 years	Destroy	Business Need

	Subject (1)	Subject (2)	Retention Period	Action following Review by Business Area	Reason for the Duration of Retention Period or Relevant Legislation, Guidance or Policy Influencing or Governing the Duration of Retention Periods
4.8	HR Organisational Records	Pay	7 years	Destroy	Business Need
		Payroll input forms	7 years	Destroy	Business Need
		Bonus nominations	7 years	Destroy	Business Need
		Performance Appraisal reports	5 years after end of current year	Destroy	Business Need
		Annual Leave records	2 years after end of current leave year	Destroy	Business Need
		Procedures	5 years	Destroy	Business Need
		Projects	5 years	Destroy	Business Need
		Reporting	5 years	Destroy	Business Need
		Security	5 years	Destroy	Business Need
		Staffing	5 years	Destroy	Business Need
		Training and Development	5 years	Destroy	Business Need
		Equal Opportunity	5 years	Destroy	Business Need

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	Subject (1)	Subject (2)	Retention Period	Action following Review by Business Area	Reason for the Duration of Retention Period or Relevant Legislation, Guidance or Policy Influencing or Governing the Duration of Retention Periods
		Workforce Planning	5 years	Destroy	Business Need
		Managing Attendance	5 years	Destroy	Business Need
		Data Management	5 years	Destroy	Business Need

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Function 5: Information and Communication

	Subject (1)	Subject (2)	Retention Period	Action following Review by Business Area	Reason for the Duration of Retention Period or Relevant Legislation, Guidance or Policy Influencing or Governing the Duration of Retention Periods
5.1	Meetings	Strategic / Senior Management	5 years	PRONI Appraisal	Business Need
		Operational	5 years	Destroy	Business Need
5.2	Information Governance	FOI, EIR, DPA, GDPR, ICO, Information Access Requests and associated records	3 years	Destroy	Business Need
5.3	Information Management	Retention Scheduling, Disposal Lists and Inventories	In perpetuity	Retain in Invest NI	PRONI Guidance
		All other records	5 years	Destroy	Business Need

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	Subject (1)	Subject (2)	Retention Period	Action following Review by Business Area	Reason for the Duration of Retention Period or Relevant Legislation, Guidance or Policy Influencing or Governing the Duration of Retention Periods
5.4	Internal and External Communications, Media and Marketing	Events, sponsorship, PR, conferences, staff surveys	5 years	Destroy	Business Need
		Press cuttings	1 year	Destroy	Business Need
5.5	Government Liaison	AQs, PQs, briefings, Assembly and Executive committees, Minister's and Permanent Secretary cases, Private Office correspondence	5 years	PRONI Appraisal	Business Need

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	Subject (1)	Subject (2)	Retention Period	Action following Review by Business Area	Reason for the Duration of Retention Period or Relevant Legislation, Guidance or Policy Influencing or Governing the Duration of Retention Periods
5.6	Publications	Brochures, forms, newsletters, corporate identity, presentations	5 years	Destroy	Business Need
		Annual Reports	5 years	Transfer to PRONI	Business Need
5.7	Website Management	Web and intranet content	5 years	Destroy	Business Need (Note- PRONI periodically captures content of Invest NI's websites)
5.8	Non-Government Stakeholder Relations	Complaints, compliments, queries, surveys, agendas, minutes, correspondence	3 years	Destroy	Business Need
5.9	Security	Including ISO 27001	5 years	Destroy	Business Need
5.10	Procedures		5 years	Destroy	Business Need

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	Subject (1)	Subject (2)	Retention Period	Action following Review by Business Area	Reason for the Duration of Retention Period or Relevant Legislation, Guidance or Policy Influencing or Governing the Duration of Retention Periods
5.11	Projects		5 years	Destroy	Business Need
5.12	Reporting		5 years	Destroy	Business Need
5.13	Standards	ISO 27001	5 years	Destroy	Business Need

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Function 6: Staff Accommodation; Property & Related Services

	Subject (1)	Subject (2)	Retention Period	Action following Review by Business Area	Reason for the Duration of Retention Period or Relevant Legislation, Guidance or Policy Influencing or Governing the Duration of Retention Periods
6.1	Health & Safety	Accidents	5 years	Destroy	Limitation Act 1980 The Limitation (Northern Ireland) Order 1989 Health and Safety At Work (Northern Ireland) Order 1978 Control of Asbestos at Work Regulations (NI) 2003
		Claims	5 years		
		Initiatives	5 years		
		Inspections	5 years		
		Asbestos	40 years		
		Fire / Safety Prevention	12 years		
6.2	Meetings	Strategic / Senior Management	5 years	Destroy	Business Need
		Operational	5 years	Destroy	Business Need

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	Subject (1)	Subject (2)	Retention Period	Action following Review by Business Area	Reason for the Duration of Retention Period or Relevant Legislation, Guidance or Policy Influencing or Governing the Duration of Retention Periods
6.3	Land, Buildings, Premises and Offices	Procurement and Acquisition	10 years	Destroy	Government Accounting Northern Ireland (GANI) Regulations The Audit and Accountability (Northern Ireland) Order 2003 Government Resources and Accounts Act (Northern Ireland) 2001 HMRC Guidance on VAT for Public Bodies 2018 The Treaty on the Functioning of the European Union 2012
		Allocation	3 years	Destroy	Business Need
		Conservation	5 years	Destroy	Business Need
		Construction	7 years	Destroy	Business Need
		Contracting	10 years	Destroy	Government Accounting Northern Ireland (GANI) Regulations The Audit and Accountability (Northern Ireland) Order 2003 Government Resources and Accounts Act (Northern Ireland) 2001 HMRC Guidance on VAT for Public Bodies 2018 The Treaty on the Functioning of the European Union 2012
		Disposal	3 years	Destroy	Business Need
		Insurance	7 years	Destroy	Business Need
	Maintenance	3 years	Destroy	Business Need	

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	Subject (1)	Subject (2)	Retention Period	Action following Review by Business Area	Reason for the Duration of Retention Period or Relevant Legislation, Guidance or Policy Influencing or Governing the Duration of Retention Periods
		Moving	3 years	Destroy	Business Need
		Refurbishment	3 years	Destroy	Business Need
		Planning	10 years	Destroy	Business Need
		Utilities Billing	7 years	Destroy	Government Accounting Northern Ireland (GANI) Regulations The Audit and Accountability (Northern Ireland) Order 2003 Government Resources and Accounts Act (Northern Ireland) 2001 HMRC Guidance on VAT for Public Bodies 2018 The Treaty on the Functioning of the European Union 2012
6.4	Procedures		5 years	Destroy	Business Need
6.5	Projects		5 years	Destroy	Business Need
6.6	Reporting		5 years	Destroy	Business Need

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	Subject (1)	Subject (2)	Retention Period	Action following Review by Business Area	Reason for the Duration of Retention Period or Relevant Legislation, Guidance or Policy Influencing or Governing the Duration of Retention Periods
6.7	Security	Visitor records	3 years following the end of the year of the visit	Destroy	Business Need
		CCTV	31 days maximum	Destroy	Business Need
		All other records of site or office security	5 years	Destroy	Business Need

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	Subject (1)	Subject (2)	Retention Period	Action following Review by Business Area	Reason for the Duration of Retention Period or Relevant Legislation, Guidance or Policy Influencing or Governing the Duration of Retention Periods
6.9	Supplies & Equipment	Procurement	10 years	Destroy	Government Accounting Northern Ireland (GANI) Regulations The Audit and Accountability (Northern Ireland) Order 2003 Government Resources and Accounts Act (Northern Ireland) 2001 HMRC Guidance on VAT for Public Bodies 2018 The Treaty on the Functioning of the European Union 2012
		Allocation	3 years	Destroy	Business Need
		Contracting	10 years	Destroy	Business Need
		Disposal	3 years	Destroy	Business Need
		Inventory	7 years	Destroy	Business Need
		Maintenance	3 years	Destroy	Business Need
6.10	Support Services	Facilities Management	10 years from the end of the contract	Destroy	Business Need

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	Subject (1)	Subject (2)	Retention Period	Action following Review by Business Area	Reason for the Duration of Retention Period or Relevant Legislation, Guidance or Policy Influencing or Governing the Duration of Retention Periods
6.11	Tendering		10 years	Destroy	Government Accounting Northern Ireland (GANI) Regulations The Audit and Accountability (Northern Ireland) Order 2003 Government Resources and Accounts Act (Northern Ireland) 2001 HMRC Guidance on VAT for Public Bodies 2018 The Treaty on the Functioning of the European Union 2012

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Function 7: Strategic Management

	Subject (1)	Subject (2)	Retention Period	Action following Review by Business Area	Reason for the Duration of Retention Period or Relevant Legislation, Guidance or Policy Influencing or Governing the Duration of Retention Periods
7.1	Business Performance		5 years	Destroy	Business Need
7.2	Business Planning		5 years	PRONI Appraisal	Business Need
7.3	Meetings	Strategic / Senior Management	5 years	PRONI Appraisal	
		Operational	5 years	Destroy	Business Need
7.4	Emergency Planning		5 years	Destroy	Business Need
7.5	Equality Promotion & Implementation		5 years	PRONI Appraisal	Business Need
7.6	Procedures		5 years	Destroy	Business Need
7.7	Programmes		5 years	Destroy	Business Need
7.8	Projects		5 years	PRONI Appraisal	Business Need

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	Subject (1)	Subject (2)	Retention Period	Action following Review by Business Area	Reason for the Duration of Retention Period or Relevant Legislation, Guidance or Policy Influencing or Governing the Duration of Retention Periods
7.9	Reporting		5 years	Destroy	Business Need
7.10	Standards		5 years	Destroy	Business Need

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Function 8: Technology and Telecommunications

	Subject (1)	Subject (2)	Retention Period	Action following Review by Business Area	Reason for the Duration of Retention Period or Relevant Legislation, Guidance or Policy Influencing or Governing the Duration of Retention Periods
8.1	Meetings	Strategic / Senior Management	5 years	Destroy	Business Need
		Operational	5 years	Destroy	Business Need
8.2	ICT Policies and Procedures		5 years	Destroy	Business Need
8.3	Hardware or Software	Hardware Warranties and Maintenance	3 years from expiry	Destroy	Business Need
		Software Updates and Maintenance	3 years from expiry of product	Destroy	Business Need

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	Subject (1)	Subject (2)	Retention Period	Action following Review by Business Area	Reason for the Duration of Retention Period or Relevant Legislation, Guidance or Policy Influencing or Governing the Duration of Retention Periods
		Software Licensing and Support Contracts	3 years from expiry of contract	Destroy	Business Need
		Procurement	The longest of: 10 years or 3 years from expiry of contract	Destroy	Government Accounting Northern Ireland (GANI) Regulations The Audit and Accountability (Northern Ireland) Order 2003 Government Resources and Accounts Act (Northern Ireland) 2001 HMRC Guidance on VAT for Public Bodies 2018
		Asset Disposal	3 years from disposal	Destroy	Business Need
		Project Management and Deployment	3 years from completion/expiry of contract	Destroy	Business Need
		Inventory / Asset Registers	3 years from disposal of asset	Destroy	Business Need

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	Subject (1)	Subject (2)	Retention Period	Action following Review by Business Area	Reason for the Duration of Retention Period or Relevant Legislation, Guidance or Policy Influencing or Governing the Duration of Retention Periods
8.4	Routine Operations	Service Desk and Approval Forms	7 years from call closure	Destroy	Business Need
8.5	Security	ISO 27001	5 years	Destroy	Business Need
8.6	Standards	ISO 27001	5 years	Destroy	Business Need
8.7	Applications Management	Reporting, Logging, Monitoring, Data Collection and Processing	3 years	Destroy	Business Need

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	Subject (1)	Subject (2)	Retention Period	Action following Review by Business Area	Reason for the Duration of Retention Period or Relevant Legislation, Guidance or Policy Influencing or Governing the Duration of Retention Periods
8.8	Backups	Information Security System Controls	Quarterly and annual backups held for 1 year from backup date or as demanded by Information Security System Controls document.	Destroy	Business Need

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