

Changes Training EFS Record Retention and Disposal Policy

1. Introduction

This document describes the retention and disposal policy for all records, regardless of format, held by Changes Training and Consultancy

This policy defines how long records should be retained before they are either destroyed or transferred to The National Archive.

This policy document will be reviewed annually.

2. Good records and information management

The purpose of putting in place good records and information management procedures with to ensure that records are kept in such a way that: they can readily be retrieved when required (they do not just exist for immediate business use) and to enable, for example, to produce as evidence reduces the risks associated with litigation by making it easier to identify and retrieve relevant information.

Allows records to be identified for historical and research purposes
protects information which is a valuable resource

3. Benefits of having a retention and disposal policy

The benefits to having a retention and disposal policy are to:
only keep records for as long as there is a business need
reduce the volumes and costs of both paper and electronic records storage
prevent duplicates of documents being maintained make it easier to find and share information
improve the working environment by reducing storage space
comply with specific legal and regulatory requirements including the Freedom of Information Act 2000 (including the *Code of Practice* on records management made under s.46), the Data Protection Act 1998 and the Public Records Acts 1958 and 1967;
support accountability through the retention of records (including the availability of archival records of genuine historical value);
demonstrate that the disposal of information assets has been carried out according to an agreed policy;

4. Departmental retention schedule

Records should be kept for as long as there is a business and legislative need for them. This will vary from between 2 years and 20 years, although in some cases records have to be kept for the lifetime of the asset, which could be longer than 20 years.

In circumstances where either division are unsure of the retention period of a record, or where there is no clear owner to advise, the default will be taken to be 8 years.

5. Paper records

All paper records are either identified for destruction or for review.

Paper records that become due destruction) are destroyed.

Records are not kept for longer than 20 years.

Unless there is a clear business need for them to remain on the network, electronic records 3 years old and older (with their age based on the date last modified) will be transferred at the end of each calendar year to initially nearline storage (for preparation) before being sent to offsite storage in order to reduce costs and maintain network efficiency.

6. Email accounts

Email accounts used by staff are not recognised as part of the record keeping system. Therefore it is the responsibility of staff to ensure that any emails relating to business activity are saved and not kept within mailboxes

It is the responsibility of the individual and their Line Manager to ensure that all business related emails within the email account are correctly transferred.

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