

Authorised Records Disposal Practice

Disposal recommendations given in this document are intended to satisfy the regulatory and business requirements of the Parliament of the United Kingdom only. The Parliamentary Archives accepts no responsibility for their use in whole or part by any other organisation.

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The Authorised Records Disposal Practice is the official policy for records and information retention and disposal, approved by the Clerks of both Houses. It applies to all records in any format (paper and electronic).

Disposal refers to either the:

- Transfer of records with long-term administrative and/or historical value to the Parliamentary Archives for permanent preservation; or
- Authorised destruction of records no longer required for business needs.

Staff supporting the functions carried out by the administrations of the House of Lords and the House of Commons create many records as part of their activities. To help staff to locate the disposal instruction for the particular class of records that they manage, the Authorised Records Disposal Practice is structured according to the function to which those records relate (for each function there is a short scope note explaining what the term covers). Under each function there is a table which is divided into broad records disposal classes which relate to that function and a listing of sample records for that disposal class. Details of how long records should be retained, and how they should be disposed of is listed in the second column.

The retention periods given in the Authorised Records Disposal Practice are generally a minimum requirement. Where, for example, a file covers a long period, records may be retained a little longer than the periods given here. However, it is recommended that records are disposed of as close as possible to the disposal date stated.

There are exceptions to this recommendation, for example in the event of legal proceedings e.g. records relevant to a potential or actual legal dispute must be retained for at least 6 years after any action is complete, or until it becomes clear that no further action is being taken.

Similar considerations apply in relation to requests for information under the Freedom of Information Act 2000, Data Protection Act 1998 and the Environmental Information Regulations 2004. Where a request is ongoing or there is a potential complaint or appeal the requested information must not be destroyed. Individuals can be prosecuted if they destroy the information with the intention of preventing disclosure in these circumstances. Further advice must be sought from the Freedom of Information or Data Protection Officer for the relevant House *before* destruction is carried out.

Appellate Jurisdiction: Records relating to the administration of the judicial business of the House of Lords and the provision of specialist procedural support to the Law Lords

Records	Disposal Instruction
Appeal Cases	
Correspondence	Destroy 6 years after case closed.
Appeal Committee Files	Destroy 6 years after case closed.
Appeal Cases (formed into bound volumes including lodged documents together with a copy of the petition of appeal, cases of the appellant and respondent, statement of facts at issue letter, documents from the lower court, list of authorities, Law Lords' Opinions, final order and originating Order of the House)	Transfer to the Parliamentary Archives.
Appeal Committee memoranda (formed into bound volumes)	Transfer to the Parliamentary Archives.
Appellate Committee minutes (formed into bound volumes)	Transfer to the Parliamentary Archives.
Judgments (formed into bound volumes containing forms of questions and Law Lord's Opinions)	Transfer to the Parliamentary Archives.
Petitions of Appeal	Transfer to the Parliamentary Archives.
Petitions for Leave	Transfer to the Parliamentary Archives.
Correspondence	
Litigants in person, no petition lodged	Destroy 1 year after correspondence received.
Taxation	
Certificate of Public Funding/Legal Aid Certificate	Destroy 6 years after case closed.
Bills of Cost	Transfer to the Parliamentary Archives.
Certificate of Taxation	Transfer to the Parliamentary Archives.
Precedent Files	
Correspondence	Submit for appraisal to the Parliamentary Archives.
Notes	Submit for appraisal to the Parliamentary Archives.
Departmental Procedures	
Development of departmental procedures	Destroy 1 year after production of procedures.
Practice Directions and Standing Orders applicable to criminal appeals (the Red Book)	Transfer one master copy to the Parliamentary Archives.
Practice Directions and Standing Orders applicable to civil appeals (the Blue Book)	Transfer one master copy to the Parliamentary Archives.
Judicial Taxations in the House of Lords Directions (the Green Book)	Transfer one master copy to the Parliamentary Archives.
Other manuals, handbooks, directives, etc detailing procedures supporting the appellate jurisdiction function	Transfer one master copy to the Parliamentary Archives.

Asset Management: Records relating to the acquisition, registration, maintenance, loan and disposal of assets by Parliament.	
Records	Disposal Instruction
Acquisition of Equipment (no tender or contracting-out process)	
Quotations (requests for)	Destroy 6 years after end of financial year in which action was completed.
Quotations	Destroy 6 years after end of financial year in which action was completed.
Orders (non-tender)	Destroy 6 years after end of financial year in which action was completed.
Correspondence (acquisitions)	Destroy 6 years after end of financial year in which action was completed.
Deeds and Certificates of Title	
Deeds and certificates of title for Parliament owned land and buildings	Transfer to new owner when property is disposed of.
Donations/Gifts	
Correspondence (donations/gifts)	Submit for appraisal to the Parliamentary Archives once regular reference ceases.
Financial Records of Acquisitions (supporting documentation)	
Purchase order records	Destroy 3 years after end of financial year in which action was completed.
Running orders	Destroy 3 years after end of financial year in which action was completed.
Goods received notes	Destroy 3 years after end of financial year in which action was completed.
Investigations into Acquisitions Not Proceeded With	
Requests for quotes / correspondence	Destroy 1 year after action completed.
Property Acquisition (negotiations)	
Correspondence	Retain for 6 years after the closure of negotiations.
Supplier Information Relating to Equipment	
Supplier brochures	Destroy when reference ceases.
Equipment specifications	Destroy when reference ceases.
Supplier price lists	Destroy when reference ceases.
Allocation of Equipment	
Records held by the requesting department/office.	Destroy when reference ceases.
Distribution of equipment within a department/office	Destroy when reference ceases.
Records held by the departments/offices responsible for the allocation of equipment to individuals or organisational units (e.g. fans, heaters, etc).	An active record, updated regularly.
External Loans (artworks, historic assets)	
Loan agreement form (historic furniture)	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Terms and Conditions (loans of historic assets)	Submit for appraisal to the Parliamentary Archives when regular reference ceases.

Loan file (objects) • loan agreement • correspondence • conservation record • shipping records • final condition report • damage report	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Movement of Furniture	
Movement forms (historic furniture)	Destroy 3 years after date of last movement.
Archive Catalogue	
Cataloguing records (archives)	An active record, updated regularly.
Asset Register	
Asset additions	Remove individual items 3 years after end of financial year in which disposal took place.
Asset disposals	Remove individual items 3 years after end of financial year in which disposal took place.
Asset write downs	Remove individual items 3 years after end of financial year in which disposal took place.
Library Catalogue	
Cataloguing records (library materials)	An active record, updated regularly.
Supporting Documentation	
Asset disposals (supporting documentation)	Destroy 3 years after end of financial year in which action was completed.
Asset purchases (supporting documentation)	Destroy 3 years after end of financial year in which action was completed.
Valuation records	Destroy 3 years after end of financial year in which action was completed.
Case Files	
Records documenting the history of an item from Parliament's artwork and historic assets collections, including: • original purchase details • articles related to or providing information on the object • conservation record • loan agreements	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Records that document the use of a specific room or area within a building, including routine installation, maintenance, redecoration and housekeeping activities.	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Compensation Claim Files	
Claim forms	Destroy 7 years after finalisation of claim.
Copies of incident reporting forms	Destroy 7 years after finalisation of claim.
Copies of sick absence forms	Destroy 7 years after finalisation of claim.
Copies of plans of the Parliamentary estate	Destroy 7 years after finalisation of claim.
Correspondence	Destroy 7 years after finalisation of claim.
Medical records	Destroy 7 years after finalisation of claim.
Appeal records	Destroy 7 years after finalisation of claim.

Statutory Records	
Certificates <ul style="list-style-type: none"> • Fire (alarms, equipment, etc) • Pressure • Lifting equipment • Passenger / goods lifts • Emergency lighting • Ventilation equipment • Boilers 	Retain for the life of the building to which they refer or until superseded by the issue of a new certificate.
Building regulation applications	Submit for appraisal to the Parliamentary Archives when regular reference ceases, or transfer to new owner if property is disposed of.
Planning applications	Submit for appraisal to the Parliamentary Archives when regular reference ceases, or transfer to new owner if property is disposed of.
Condition Surveys	
Condition Survey Reports	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Conservation Plan	
Conservation plan	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
List of materials sent for conservation action or non-routine library binding	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Assets Destroyed	
Equipment/plant no longer fit-for-purpose, records of	Destroy 1 year after the asset is destroyed.
Tip consignment	Destroy 1 year after the asset is destroyed.
Tip receipt	Destroy 1 year after the asset is destroyed.
Assets Sold by Auction	
Redundant furniture and fittings lists	Destroy 6 years after date assets sold.
Correspondence (redundant furniture and fittings)	Destroy 6 years after date assets sold.
De-accessioning of Archives	
Correspondence	Destroy 3 years after de-accessioning of archives.
Disposal of Library Materials	
Correspondence	Destroy 3 years after disposal of library material.
Disposal of Property	
Surveys	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Valuations	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Reports	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Correspondence	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Equipment and Furniture Requirements	
Initial evaluation of equipment and furniture requirements	Destroy 6 years after evaluation completed.
Justification of decision not to proceed with equipment or furniture requirements	Destroy 6 years after evaluation completed.

Specifications for equipment and furniture (including purpose-built equipment and furniture)	Destroy 6 years after evaluation completed.
General Inspections of Land, Buildings or Premises (routine)	
Correspondence	Destroy 6 years after action completed.
Reports	Destroy 6 years after action completed.
Specialist Reports and Investigations	
Surveys of heritage or architectural significance	Transfer to the Parliamentary Archives.
Reproduction of Artworks	
Copyright agreement	Destroy 6 years after last action.
Reproduction rights	Destroy 6 years after last action.
Historic Furniture	
Inventory	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Objects	
Inventory	An active record, updated regularly.
Off-site Storage	
Inventory	An active record, updated regularly.
On-site Storage	
Inventory	An active record, updated regularly.
Residences	
Inventory	An active record, updated regularly.
Maintenance and Minor Repairs on Properties (routine)	
Maintenance requests	Destroy 6 years after action completed.
Minor works feasibility study	Destroy 6 years after action completed.
Repair reports	Destroy 6 years after action completed.
Maintenance and Repairs on Historical Properties	
Correspondence (maintenance applications)	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Maintenance applications (to English Heritage, Westminster Council, etc.)	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Maintenance approval (from English Heritage, Westminster Council, etc.)	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Warranties (equipment/plant)	
Warranties	Destroy 6 months after warranty ends.
Meeting Files	
Agendas	Destroy 3 years after action completed.
Correspondence	Destroy 3 years after action completed.
Minutes	Destroy 3 years after action completed.
Asset Management Policy	
Policy document	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Policy (development of) : <ul style="list-style-type: none"> • policy proposals • research papers • working papers • results of consultations • supporting reports • major drafts 	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Policy, precedent records (i.e. records considered to be useful for these purposes may be removed from other files and added to policy files)	Submit for appraisal to the Parliamentary Archives when regular reference ceases.

Departmental Procedures	
Development of departmental procedures	Destroy 1 year after production of procedures.
Master set of manuals, handbooks, directives, etc detailing procedures supporting the management of assets (historic or otherwise)	Destroy when procedures are superseded.
Installation, Operation and Maintenance Manuals	
Furniture Standards Book for departments	Destroy when superseded or equipment no longer fit-for-purpose.
Operating manuals and instructions for equipment and plant	Destroy when superseded or equipment no longer fit-for-purpose.
Copies of manuals, handbooks, directives, etc.	Destroy when superseded or equipment no longer fit-for-purpose.
Bespoke Furniture (commissioning of)	
Design art work	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Feasibility study (bespoke furniture)	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Installation Records	
Plans	Normally retain for lifetime of an installation. However, it is necessary to assess whether obligations incurred during the lifetime may not be invoked until afterwards, in which case a judgment must be made. If there is any measurable risk of a liability in respect of installations beyond their operational lives, records of this kind should be retained until any risk of liability ceases.
Specifications, including <ul style="list-style-type: none"> • Air-conditioning • Ventilation • Heating • Lighting • Electricity • Lifts • Disabled facilities • Security facilities 	Normally retain for lifetime of an installation. However, it is necessary to assess whether obligations incurred during the lifetime may not be invoked until afterwards, in which case a judgment must be made. If there is any measurable risk of a liability in respect of installations beyond their operational lives, records of this kind should be retained until any risk of liability ceases.
Project Files (inclusive of projects abandoned or deferred)	
Project Initiation Documents (PIDs)	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Business cases	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Approval proposals	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Programmes	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Project Board minutes and board papers	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Feasibility studies	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Maps, plans, drawings and photographs	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Surveys	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Inspection reports	Submit for appraisal to the Parliamentary Archives when regular reference ceases.

Correspondence	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Project risk assessment	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Disaster Recovery	
Disaster plan / Salvage plan	An active record, updated regularly.
Risk Register	
Asset management risk register	An active record, updated regularly.

Business of the House: Records relating to the management and administration of business in the Chambers, Lords Grand Committees, Commons Grand Committees and Westminster Hall.	
Records	Disposal Instruction
Correspondence (advice)	
Routine	Destroy when reference ceases.
Substantive	Submit for appraisal to the Parliamentary Archives.
Balloting	
Ballot papers	Destroy when reference ceases.
Applications (debates)	
Applications for adjournment debates	Destroy when reference ceases.
Attendance Lists (House of Lords)	
Attendance lists for sittings	Destroy after details are published in the Journal.
Laid Papers (unprinted)	
Papers laid before the House, but not ordered to be printed	Submit for appraisal to the Parliamentary Archives.
Members Called to Speak in a Debate (House of Commons)	
Records of Members called to speak in a debate and Members not called	Destroy 2 years after last action.
Messages	
Messages from one chamber to the other	Transfer to the Parliamentary Archives.
Order Paper	
Published agenda showing the business which will be dealt with during that day's sitting of the House	Destroy all drafts 1 session after the end of the parliamentary session that the records relate to, or 1 year, whichever is longer.
Statistics	
Statistics (daily, weekly, sessional etc.) [House of Commons]	Destroy published statistics once sessional return is produced unless required for reference purposes.
Statistics on Members called to speak in a debate	An active record, updated regularly.
Statistics (daily, weekly, sessional etc.) [House of Commons]	Submit unpublished statistics for appraisal to the Parliamentary Archives.
Statistics (daily, weekly, sessional etc.) [House of Lords]	Transfer to the Parliamentary Archives.
Agenda (Committees)	
Meeting agenda (Commons Grand Committees)	Destroy after publication.
Meeting agenda	Transfer to the Parliamentary Archives.
Briefs (Committees) (Chairman's) (House of Lords)	
Briefs prepared for the Chairman of the Committee	Destroy when reference ceases. N.B. In exceptional cases where briefs are substantive, submit for appraisal to the Parliamentary Archives.
Briefs (Committees) (House of Commons)	
Briefs of questions	Submit for appraisal to the Parliamentary Archives.
Chairman's notes	Submit for appraisal to the Parliamentary Archives.

Circulation Lists (Committees)	
Circulation lists • lists of people to whom documents are circulated • lists of documents being circulated	Destroy when reference ceases.
Correspondence (Committees)	
Routine	Destroy when reference ceases.
Substantive	Submit for appraisal to the Parliamentary Archives.
Informal Notes (Committees) (House of Commons)	
Informal notes (also called informal minutes) produced after each meeting	Transfer to the Parliamentary Archives.
Memoranda (Committees) (House of Commons)	
Memoranda	Submit for appraisal to the Parliamentary Archives.
Minutes (Committees)	
Minutes of meetings	Submit for appraisal to the Parliamentary Archives.
Numbered Papers (Committees) (House of Lords)	
Core papers circulated to committee members (and assigned a sequential number). Includes: • Chairman's draft reports (also see below under 'Reports') • Discussion or briefing papers, prepared by staff • Papers inviting a decision from the committee	Transfer to the Parliamentary Archives.
Press Cuttings (Committees) (House of Commons)	
Press cuttings	Destroy when reference ceases. N.B. Summaries of press coverage circulated as a memo to the committee should be treated as unnumbered papers in the House of Lords.
Press Notices/Releases (Committees)	
Press notices / releases	Destroy when reference ceases. N.B. In exceptional cases where a press notice is substantive, submit for appraisal to the Parliamentary Archives.
Production of Committee Publications (eg Committee reports) (House of Commons)	
Correction files (containing printing errors and drafts of materials to be published)	Destroy 1 session after the end of the parliamentary session that the records relate to, or 1 year, whichever is longer.
Reports (Committees)	
Committee reports - uncirculated drafts (House of Commons)	Destroy uncirculated drafts after publication of the committee's report.
Committee reports - (uncirculated drafts (House of Lords))	Destroy uncirculated drafts after publication of the committee's report.
Committee reports (House of Commons)	Transfer to the Parliamentary Archives any draft considered formally by the committee.
Committee reports (considered formally by the committee) House of Lords))	Transfer to the Parliamentary Archives any draft considered formally by the committee.

Unnumbered Papers (Committees) (House of Lords)	
Material published elsewhere (e.g. extracts from the Official Report)	Destroy when reference ceases.
Divisions	
Division lists	Destroy 6 months after details are published in the Official Report (Hansard). N.B. Where there are significant changes to the form, transfer a copy to the Parliamentary Archives.
Division (vote) slips	Destroy when reference ceases.
Hereditary Peers' By-elections (House of Lords)	
Informal meeting notes	Destroy 3 years after action completed. NB. if information is likely to be of use beyond 3 years, it should be added to a precedent file (on parliamentary procedure).
Ballot papers	Transfer to the Parliamentary Archives.
Candidature forms (signed)	Transfer to the Parliamentary Archives.
Notices giving details of by-election	Transfer to the Parliamentary Archives.
Lord Speaker's Election	
Ballot papers	Transfer to the Parliamentary Archives.
Usual Channels' Meetings	
Agenda	Submit for appraisal to the Parliamentary Archives/
Minutes	Submit for appraisal to the Parliamentary Archives/
Correspondence	Submit for appraisal to the Parliamentary Archives/
Minuting	
Minute book pages	Transfer to the Parliamentary Archives.
Draft minutes	Destroy after the end of the parliamentary session.
Motions	
Manuscript instructions	Destroy after the end of the parliamentary session.
Precedent Files	
Correspondence	Submit for appraisal to the Parliamentary Archives.
Notes	Submit for appraisal to the Parliamentary Archives.
Public Petitions	
Public Petitions	Transfer the original petition (not including the added names) to the Parliamentary Archives after 1 parliamentary session.
Routine Correspondence	Destroy 1 session after the end of the parliamentary session that the records relate to, or 1 year, whichever is longer.
Questions	
Questions (published and unpublished)	Destroy after the end of the parliamentary session.

Ceremonial: Records relating to the management and administration of the ceremonial functions and activities of Parliament.

Records	Disposal Instruction
Lord Chancellor's Breakfast	
Arrangements	Destroy 3 years after action completed.
Correspondence	Destroy 3 years after action completed.
Meetings	Destroy 3 years after action completed.
Security	Destroy 3 years after action completed.
Lord Mayor Elect Ceremony	
Arrangements	Destroy 3 years after action completed.
Correspondence	Destroy 3 years after action completed.
Meetings	Destroy 3 years after action completed.
Security	Destroy 3 years after action completed.
Lying in State (Operation Marquee)	
Arrangements	Submit for appraisal to the Parliamentary Archives.
Correspondence	Submit for appraisal to the Parliamentary Archives.
Meetings	Submit for appraisal to the Parliamentary Archives.
Security	Submit for appraisal to the Parliamentary Archives.
New Members Introductions	
Arrangements	Destroy 3 years after action completed.
Correspondence	Destroy 3 years after action completed.
Meetings	Destroy 3 years after action completed.
Security	Destroy 3 years after action completed.
Prorogation	
Arrangements	Destroy 3 years after action completed.
Correspondence (routine)	Destroy 3 years after action completed.
Meeting Agenda	Destroy 3 years after action completed.
Meeting Minutes	Destroy 3 years after action completed.
Meeting Notes	Destroy 3 years after action completed.
Security	Destroy 3 years after action completed.
Correspondence (substantive)	Submit for appraisal to the Parliamentary Archives.
Official Statement (Black Rod)	Transfer 1 copy to the Parliamentary Archives.
Silks Ceremonies	
Arrangements	Destroy 3 years after action completed.
Correspondence	Destroy 3 years after action completed.
Meetings	Destroy 3 years after action completed.
Security	Destroy 3 years after action completed.
State Opening of Parliament	
Arrangements (attendance) includes: <ul style="list-style-type: none"> • Admission cards • Allocation of tickets • Ballots • Guest lists • Invitations • Seating (Chamber Galleries etc.) • Thank you letters 	Destroy 3 years after action completed.

Arrangements (general security) includes: <ul style="list-style-type: none"> • Admission cards • Camera locations • Car parking permits and labels • Doorkeepers' information folders • Passes (guests, media, peers etc.) • Scouts 	Destroy 3 years after action completed.
Arrangements (preparations) includes: <ul style="list-style-type: none"> • Checklist for State Opening • Robes ballots • Timetables 	Destroy 3 years after action completed.
Correspondence (routine), includes: <ul style="list-style-type: none"> • Date of State Opening confirmation letters • Photographs • Press releases • Press and TV coverage/relations 	Destroy 3 years after action completed.
Briefs for the Lord Speaker	Destroy 5 years after the event. N.B. if information is likely to be of use beyond 5 years, it should be added to a policy file.
Briefs for the Lord Chancellor	Destroy 5 years after the event. N.B. if information is likely to be of use beyond 5 years, it should be added to a policy file.
Black Rod State Opening of Parliament meetings <ul style="list-style-type: none"> • Agenda • Correspondence • Minutes 	Submit for appraisal to the Parliamentary Archives.
Black Rod special security reports, includes: <ul style="list-style-type: none"> • Plans • Timings • Correspondence 	Submit for appraisal to the Parliamentary Archives.
Meetings	
Agendas	Destroy 3 years after action completed. N.B. if information is likely to be of use beyond 3 years, it should be added to a policy file.
Correspondence	Destroy 3 years after action completed. N.B. if information is likely to be of use beyond 3 years, it should be added to a policy file.
Minutes	Destroy 3 years after action completed. N.B. if information is likely to be of use beyond 3 years, it should be added to a policy file.

Ceremonial Policy	
Policy, precedent records (i.e. records considered to be useful for these purposes may be removed from other files and added to policy files)	Submit for appraisal to the Parliamentary Archives once regular reference ceases.
Policy relating to Ceremonial (e.g. Steps of the Throne)	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Procedures	
Operation Marquee Manual	Destroy when superseded.
Guards of Honour/Search of vaults	Destroy when superseded.
Uniform guidelines	Destroy when superseded.
Works Project Files	
Feasibility studies	Submit for appraisal to the Parliamentary Archives once regular reference ceases.
Correspondence	Submit for appraisal to the Parliamentary Archives once regular reference ceases.
Inspection reports	Submit for appraisal to the Parliamentary Archives once regular reference ceases.
Maps, plans, drawings and photographs	Submit for appraisal to the Parliamentary Archives once regular reference ceases.
Programmes of work	Submit for appraisal to the Parliamentary Archives once regular reference ceases.
Project Board minutes and Board papers	Submit for appraisal to the Parliamentary Archives once regular reference ceases.
Risk assessment reports	Submit for appraisal to the Parliamentary Archives once regular reference ceases.
Surveys	Submit for appraisal to the Parliamentary Archives once regular reference ceases.

Corporate Governance: Records relating to the strategic management and planning for the delivery of services to the Houses of Parliament.	
Records	Disposal Instruction
Internal Audit	
Supporting documentation including: <ul style="list-style-type: none"> • working papers • correspondence 	Destroy 3 years after last action.
Internal Audit Annual Report	Destroy 6 years after last action.
Internal audit programme	Destroy 6 years after last action.
Status Report	Destroy 6 years after last action.
Internal Audit Charter	An active record, updated regularly. N.B. previous version should not be retained longer than 3 years.
Committee Agenda	
Meeting agenda	Transfer to the Parliamentary Archives.
Committee Briefs (Chairman's) (House of Lords)	
Briefs prepared for the Chairman of the Committee	Destroy when reference ceases.
Committee Briefs (House of Commons)	
Briefs of questions	Submit for appraisal to the Parliamentary Archives.
Chairman's notes	Submit for appraisal to the Parliamentary Archives.
Committee Circulation Lists	
Circulation lists <ul style="list-style-type: none"> • lists of people to whom documents are circulated • lists of documents being circulated 	Destroy when reference ceases.
Committee Correspondence	
Routine correspondence	Destroy when reference ceases.
Substantive correspondence	Submit for appraisal to the Parliamentary Archives.
Committee Informal Notes	
Informal notes (also called informal minutes) produced after each meeting	Transfer to the Parliamentary Archives.
Memoranda (House of Commons Committees)	
Memoranda	Submit for appraisal to the Parliamentary Archives.
Committee Minutes (House of Commons)	
Minutes of meetings (published in reports)	Destroy when reference ceases.
Minutes of meetings (unpublished)	Submit for appraisal to the Parliamentary Archives.
Parliamentary Answers (to questions from Committees)	
Draft answers to questions addressed to House authorities	Submit for appraisal to the Parliamentary Archives.
Background notes relating to questions answered by either House (not government departments)	Submit for appraisal to the Parliamentary Archives.
Questions (Chairman of Committees)	
Questions (regarding House administration)	Submit for appraisal to the Parliamentary Archives.
Records of Committee Proceedings (bound volumes) (House of Lords)	

Agenda	Transfer to the Parliamentary Archives.
Memoranda	Transfer to the Parliamentary Archives.
Minutes	Transfer to the Parliamentary Archives.
Committee Reports	
Reports (House of Commons)	Destroy all other drafts 1 session after the end of the parliamentary session that the records relate to, or 1 year, whichever is longer.
Reports (uncirculated drafts (House of Lords))	Destroy uncirculated drafts after publication of the committee's report.
Reports (considered formally by the committee (House of Lords))	Transfer to the Parliamentary Archives any draft considered formally by the committee.
Reports (any draft considered by the committee which differs significantly from the published text (House of Commons))	Transfer to the Parliamentary Archives.
Agenda (Meetings)	
Meeting agenda	Transfer to the Parliamentary Archives.
Circulated Papers (Meetings)	
Papers (usually in numbered series)	Submit for appraisal to the Parliamentary Archives.
Circulation Lists (Meetings)	
Circulation lists • lists of people to whom documents are circulated • lists of documents being circulated	Destroy when reference ceases.
Correspondence (Meetings)	
Routine correspondence	Destroy when reference ceases.
Substantive correspondence	Submit for appraisal to the Parliamentary Archives.
Minutes (Meetings) (House of Commons)	
Minutes of meetings (published in reports)	Destroy when reference ceases.
Minutes of meetings (unpublished)	Submit for appraisal to the Parliamentary Archives.
Records of Proceedings (Meetings) (Bound Volumes) (House of Lords)	
Agenda	Transfer to the Parliamentary Archives.
Memoranda	Transfer to the Parliamentary Archives.
Minutes	Transfer to the Parliamentary Archives.
Business/Strategic Plans	
Corporate plans	Master copy: one copy will be retained permanently by the Parliamentary Archives.
Annual Report	
Final version of corporate annual report	Master copy: one copy will be retained permanently by the Parliamentary Archives.
Corporate Risk Management Policy	
Corporate risk management policy records	Destroy 3 years after policy superseded.
Risk Register	
Corporate risk register	Destroy 3 years after register superseded.
Supporting documentation (e.g. risk monitoring meeting records)	Destroy 3 years after register superseded.

Financial Management: Records relating to the management of Parliament's financial resources.	
Records	Disposal Instruction
General Ledger	
General ledger	Destroy 6 years after end of financial year in which the action was completed.
Tax payment records (in House of Lords only)	Destroy 6 years after end of financial year in which the action was completed.
Supporting Documentation (accounting records)	
Bank accounts (statements, deposits, etc.)	Destroy 3 years after end of financial year in which action was completed (for instance, when a debt has been cleared).
Cash register audit rolls	Destroy 3 years after end of financial year in which action was completed (for instance, when a debt has been cleared).
Charges (supporting documentation) – unless contract carries other obligations	Destroy 3 years after end of financial year in which action was completed (for instance, when a debt has been cleared).
Credit card accounts	Destroy 3 years after end of financial year in which action was completed (for instance, when a debt has been cleared).
Creditors (including invoices)	Destroy 3 years after end of financial year in which action was completed (for instance, when a debt has been cleared).
Debtors (including invoices)	Destroy 3 years after end of financial year in which action was completed (for instance, when a debt has been cleared).
Debts written off	Destroy 3 years after end of financial year in which action was completed (for instance, when a debt has been cleared).
Journals (routine adjustments)	Destroy 3 years after end of financial year in which action was completed (for instance, when a debt has been cleared).
Overpayments	Destroy 3 years after end of financial year in which action was completed (for instance, when a debt has been cleared).
Payable orders and cheques	Destroy 3 years after end of financial year in which action was completed (for instance, when a debt has been cleared).
Petty cash	Destroy 3 years after end of financial year in which action was completed (for instance, when a debt has been cleared).
Reconciliations	Destroy 3 years after end of financial year in which action was completed (for instance, when a debt has been cleared).
Tax payment records (House of Commons only)	Destroy 3 years after end of financial year in which action was completed (for instance, when a debt has been cleared).
Treasury Allocations - Estimates and funds drawn down from the Paymaster General's Office.	
Estimates	Destroy 3 years after end of financial year in which action was completed.
Correspondence (Treasury Allocations)	Destroy 3 years after end of financial year in which action was completed.

Audit Reports	
Internal audit reports	Transfer copy to the Parliamentary Archives when final report is issued; destroy other copies 3 years after report has been superseded.
Audit Working Papers	
Draft reports (Audit)	Destroy 3 years after final report has been issued.
Correspondence (Audit)	Destroy 3 years after final report has been issued.
Terms of Reference (Audit)	Destroy 3 years after final report has been issued.
Minutes of Meetings (Audit)	Destroy 3 years after final report has been issued.
Delegations of Authority	
Banking authorities (to open accounts, authorise new signatories)	Destroy 3 years after end of financial year in which authority was superseded.
Power to authorise financial activities	Destroy 3 years after end of financial year in which authority was superseded.
Budget Summary Information	
Allocation of budget (House of Commons)	Destroy 3 years after end of financial year that budget relates to. NB. If information is likely to be of use beyond 3 years, it should be added to a policy file.
Other information (of use for trend analysis or future budgeting) (House of Commons)	Destroy 3 years after end of financial year that budget relates to. NB. If information is likely to be of use beyond 3 years, it should be added to a policy file.
Allocation of budget (House of Lords)	Destroy 6 years after end of financial year that budget relates to. NB. If information is likely to be of use beyond 6 years, it should be added to a policy file.
Other information (of use for trend analysis or future budgeting) (House of Lords)	Destroy 6 years after end of financial year that budget relates to. NB. If information is likely to be of use beyond 6 years, it should be added to a policy file.
Budgeting Working Papers	
Calculations	Destroy 3 years after end of financial year that budget relates to.
Internal notes (Budgeting)	Destroy 3 years after end of financial year that budget relates to.
Submission papers (Budgeting)	Destroy 3 years after end of financial year that budget relates to.
Corruption Investigations	
Correspondence (corruption investigations)	Destroy 6 years after investigation is completed.
Minutes of meetings (corruption investigations)	Destroy 6 years after investigation is completed.
Reports (corruption investigations)	Destroy 6 years after investigation is completed.

Corruption Prevention	
Corporate governance instructions	Destroy 6 years after superseded
Corruption risk management	Destroy 6 years after superseded
Development of prevention strategies	Destroy 6 years after superseded
Annual Financial Statement (original audited statement - not published version)	
Resource accounts	Destroy 3 years after publication.
Annual accounts (pre-2003)	Destroy 3 years after publication.
Financial Statements	
Statements to House of Commons Commission or domestic committee (Commons)	Statements retained as part of the House of Commons Commission, domestic committees and Board of Management/Management Board records and transferred to the Parliamentary Archives.
Statements to House Committee or other domestic committee (Lords)	Statements retained as part of the House of Commons Commission, domestic committees and Board of Management/Management Board records and transferred to the Parliamentary Archives.
Statements to Board of Management/Management Board	Statements retained as part of the House of Commons Commission, domestic committees and Board of Management/Management Board records and transferred to the Parliamentary Archives.
Other statements	Destroy 3 years after submission.
Grant Applications	
Grant applications, successful	Destroy 3 years after end of financial year in which grant funding is completed or unsuccessful application.
Grant applications, unsuccessful	Destroy 3 years after end of financial year in which grant funding is completed or unsuccessful application.
Grants, receipt of	Destroy 3 years after end of financial year in which grant funding is completed or unsuccessful application.
Shared Financial Arrangements	
Shared financial services	Destroy 3 years after end of financial year in which shared arrangements cease.
Shared financing (offices or projects)	Destroy 3 years after end of financial year in which shared arrangements cease.
Financial Matters (meetings)	
Agenda (financial matters)	Destroy 3 years after end of financial year.
Minutes (financial matters)	Destroy 3 years after end of financial year.
Reports (financial matters)	Destroy 3 years after end of financial year.
Financial Policy	
Financial Policy	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Financial Policy, precedent records (i.e. records considered to be useful for these purposes may be removed from other files and added to policy files).	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Financial Procedures	
Financial controls and procedures	Master copy: destroy 6 years after procedures are superseded.
Finance Manual	Master copy: destroy 6 years after procedures are superseded.

Financial manuals or handbooks, other	Master copy: destroy 6 years after procedures are superseded.
Financial circulars and updates	Master copy: destroy 6 years after procedures are superseded.
Financial procedures, online guidance	Master copy: destroy 6 years after procedures are superseded.
Financial Procedures - External	
HM Treasury circulars	Destroy when superseded.
'Dear Accounting Officer' (DAO) letters	Destroy when superseded.
Reports	
Reports, against business plans (House of Commons)	Destroy 3 years after end of financial year in which report was written.
Reports, against performance targets (House of Commons)	Destroy 3 years after end of financial year in which report was written.
Reports, against business plans (House of Lords)	Destroy 6 years after end of financial year in which report was written.
Reports, against performance targets (House of Lords)	Destroy 6 years after end of financial year in which report was written.
Reviews of Financial Operations	
Reports (reviews of financial operations)	Destroy 3 years after next review carried out.
Action plans (from reviews of financial operations)	Destroy 3 years after next review carried out.
Initiation documents (for reviews of financial operations)	Destroy 3 years after next review carried out.
Working papers (from reviews of financial operations)	Destroy 3 years after next review carried out.
Risk Management (Financial Operations)	
Risk assessments (financial operations)	Destroy 3 years after next risk assessment carried out.
Action plans (financial operations)	Destroy 3 years after next risk assessment carried out.
Registers (risk management)	Destroy 3 years after next risk assessment carried out.
Working papers (risk management)	Destroy 3 years after next risk assessment carried out.
Investment Records	
Investment, records of	Destroy 3 years after end of financial year in which investment matures or is liquidated.
Special Accounts	
Trust funds	Destroy 3 years after accounts are closed.
Unidentified receipts	Destroy 3 years after accounts are closed.
Unclaimed monies	Destroy 3 years after accounts are closed.

Human Resources: Records relating to the processes involved in managing people employed by the House administrations.	
Records	Disposal Instruction
Advice on Industrial Relations Issues	
Correspondence	Destroy 5 years after last action.
Agreements with Trade Unions	
Formal trade union agreements (signed)	Destroy 10 years after termination of agreement
Tacit agreements	Destroy 10 years after termination of agreement
Whitley Constitution	Transfer to the Parliamentary Archives.
Allowance Payment Records	
Overtime claims	Destroy 3 years after end of financial year in which action was completed.
Uniform allowances	Destroy 3 years after end of financial year in which action was completed.
Travelling and subsistence allowances/expenses	Destroy 3 years after end of financial year in which action was completed.
Higher duties allowances	Destroy 3 years after end of financial year in which action was completed.
Other expense claims	Destroy 3 years after end of financial year in which action was completed.
Appeal Files	
Reports	Destroy 6 years after settlement of case.
Interview notes	Destroy 6 years after settlement of case.
Minutes of meetings	Destroy 6 years after settlement of case.
Appeals Against Industrial Relations Decisions (industrial dispute cases)	
Correspondence	Destroy 10 years after settlement of case.
Interview notes	Destroy 10 years after settlement of case.
Minutes of meetings	Destroy 10 years after settlement of case.
Reports	Destroy 10 years after settlement of case.
Personal Files (staff)	
Records documenting discipline, employment conditions, grievances, leave, performance management, salaries and other such personnel activities relating to an individual staff member.	Destroy when individual reaches 80th birthday (or 5 years after last action if later). N.B. Staff personal files should be weeded according to retention instructions under relevant activities in this document; where possible keep documentation with the same retention periods together
Compensation Claims	
Claims form	Destroy 7 years after finalisation of claim.
Correspondence	Destroy 7 years after finalisation of claim.
Appeal records	Destroy 7 years after finalisation of claim.
Agenda (Committees)	
Meeting agenda	Transfer to the Parliamentary Archives.
Chairman's Brief (Committees)	
Briefs	Destroy when reference ceases.
Correspondence (Committees)	
Correspondence (routine)	Destroy when reference ceases.
Correspondence (substantive)	Submit for appraisal to the Parliamentary Archives.
Minutes (Committees)	

Minutes of meetings (unpublished)	Submit for appraisal to the Parliamentary Archives. N.B. Copies of minutes published in reports should be destroyed when reference ceases.
Reports (Committees)	
Reports - uncirculated drafts	Destroy uncirculated drafts after publication of the committee's report.
Reports • Annual reports (including Health and Safety) • General Purposes Sub-Committee (GPSC) (general) • GPSC (catering staff) • GPSC (craft grades)	Transfer to the Parliamentary Archives any draft considered formally by the committee.
Counselling of Individual Staff	
Interview notes	Destroy 6 years after action completed.
Reports	Destroy 6 years after action completed.
External Counselling / Welfare Programmes	
Copies of programmes	Destroy when reference ceases.
Correspondence	Destroy when reference ceases.
Internal Counselling / Welfare Programmes	
Programme plans	Destroy 6 years after programme superseded.
Reports	Destroy 6 years after programme superseded.
Correspondence	Destroy 6 years after programme superseded.
Disciplinary Cases (anonymous & unsubstantiated)	
Details of the alleged offence	Destroy when allegations of misconduct are proven to be unfounded.
Interview notes	Destroy when allegations of misconduct are proven to be unfounded.
Reports	Destroy when allegations of misconduct are proven to be unfounded.
Disciplinary Cases Resulting in a Formal Oral Warning	
Full details of the offence	Destroy 6 years after action completed.
Interview notes	Destroy 6 years after action completed.
Reports	Destroy 6 years after action completed.
Disciplinary Cases Resulting in a Formal Written Warning or Final Written Warning	
Appeal records	Destroy 6 years after action completed.
Details of action taken	Destroy 6 years after action completed.
Details of outcome of appeal and any subsequent developments	Destroy 6 years after action completed.
Full details of the offence	Destroy 6 years after action completed.
Disciplinary Cases Resulting in Loss of Pay; Debarred Promotion; Movement to Lower Pay Band; Suspension; Dismissal	
Appeal records	Destroy when individual reaches 80th birthday (or 5 years after last action if later).
Details of action taken	Destroy when individual reaches 80th birthday (or 5 years after last action if later).
Details of outcome of appeal and any subsequent developments	Destroy when individual reaches 80th birthday (or 5 years after last action if later).
Full details of the offence	Destroy when individual reaches 80th birthday (or 5 years after last action if later).
Class Actions	
Correspondence	Destroy 12 years after last action.
Minutes	Destroy 12 years after last action.

Reports	Destroy 12 years after last action.
Negotiations (disputes)	
Awards and agreements relating to pay and working conditions	Destroy 12 years after last action.
Correspondence	Destroy 12 years after last action.
Meeting notes	Destroy 12 years after last action.
Minutes	Destroy 12 years after last action.
Consolidated Job History	
Complete sick leave absence record	Destroy when individual reaches 80th birthday (or 5 years after last action if later).
Letter of acceptance	Destroy when individual reaches 80th birthday (or 5 years after last action if later).
Letter of appointment and conditions of engagement	Destroy when individual reaches 80th birthday (or 5 years after last action if later).
Personal particulars (and supporting documentation e.g. birth certificates)	Destroy when individual reaches 80th birthday (or 5 years after last action if later).
Staff change forms	Destroy when individual reaches 80th birthday (or 5 years after last action if later).
Employee Contact Information	
Address details	Destroy 6 years after termination of employment.
Employee Health Declarations	
Health declarations, records of	Destroy 40 years after termination of employment.
Higher Duties and Promotions	
Higher duties and promotions, records of	Destroy after summary noted as part of consolidated job history records.
Mortgage and Tenancy Applications (requests for personal information in support of)	
Correspondence	Destroy 6 months after action completed.
Transfer and Secondments	
Transfer and secondments, records of	Destroy after summary noted as part of consolidated job history records.
Work Experience / Volunteer Placement Records	
Engagement, terms and conditions	Destroy 3 years after action completed.
Work performed, details of	Destroy 3 years after action completed.
Working Hours	
Working time directive opt out forms	Destroy 3 years after the opt out has been rescinded or ceases to apply.
Staff Functions, Administrative Arrangements (non-accounting)	
Acceptances	Destroy 2 years after action completed.
Booking confirmation forms	Destroy 2 years after action completed.
Catering records	Destroy 2 years after action completed.
Guest lists	Destroy 2 years after action completed.
Invitations	Destroy 2 years after action completed.
Grievances (raised formally by an employee)	
Reports	Destroy 6 years after settlement of case.
Interview notes	Destroy 6 years after settlement of case.
Recommendations	Destroy 6 years after settlement of case.
Details of action taken and outcomes	Destroy 6 years after settlement of case.
Grievances (raised informally by staff and not proceeded with)	
Notes	Not retained as part of the personnel file. N.B. It is acceptable to keep notes as part of a management file for 6 months.

Insurance Policies Covering House Staff	
Travel insurance	Destroy 6 years following the termination of policy.
Authorisation and Administration of Parental Leave	
Parental leave applications	Destroy 6 years after completion of entitlement.
Medical Certificates	
Medical Certificates	Destroy 4 years after expiry of certificate.
Staff Leave and Attendance (monitoring)	
Absentee lists	Destroy 2 years after action completed.
Attendance books	Destroy 2 years after action completed.
Leave applications - annual - study - special - personal	Destroy 2 years after action completed.
Leave rotas	Destroy 2 years after action completed.
Management Group Meetings	
Agenda	Destroy 5 years after last action.
Correspondence	Destroy 5 years after last action.
Minutes	Destroy 5 years after last action.
Meeting Files	
Agenda	Destroy 3 years after action completed.
Correspondence	Destroy 3 years after action completed.
Minutes	Destroy 3 years after action completed.
Meetings with Unions	
Agenda	Destroy 5 years after last action.
Correspondence	Destroy 5 years after last action.
Minutes	Destroy 5 years after last action.
Performance Records (staff)	
Probation reports	Destroy 6 years after action completed.
Staff Reports (annual)	
Staff reports (including performance bonus recommendations)	Destroy 5 years after action completed.
Staff reports for the last five years of service (including performance bonus recommendations)	Destroy reports for the last 5 years of service when individual reaches 80th birthday (or 5 years after last action if later).
Human Resources Policy	
Policy	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Policy, precedent records (i.e. records considered to be useful for these purposes may be removed from other files and added to policy files)	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Handbooks	
Staff handbooks	Master copy: one copy of the final version will be retained permanently by the Parliamentary Archives. N.B. drafts to be retained as long as required for local reference purposes.
Circulars	Master copy: one copy of the final version will be retained permanently by the Parliamentary Archives. N.B. drafts to be retained as long as required for local reference purposes.

Procedures	
Manuals, instructions and other guidance	Transfer 1 copy to the Parliamentary Archives and destroy all other copies 10 years after superseded.
Procedures (externally produced)	
Circulars (Government)	Destroy when reference ceases.
Staff Development Procedures	
Training bulletin	Destroy when procedures are superseded.
Applicants (successful)	
Interview notes	Destroy 1 year after action completed.
Test results	Destroy 1 year after action completed.
References	Destroy 6 years after last action.
Curriculum Vitae (CV)	Destroy 6 years after termination of employment
Educational qualifications and personal particulars (evidence of)	Destroy 6 years after termination of employment
Job descriptions	Destroy 6 years after termination of employment
Application forms	Destroy 6 years after termination of employment.
Applicants (unsuccessful)	
Application forms	Destroy 1 year following the completion of appointment.
Curriculum Vitae (CVs)	Destroy 1 year following the completion of appointment.
Educational qualifications and personal particulars (evidence of)	Destroy 1 year following the completion of appointment.
Interview notes	Destroy 1 year following the completion of appointment.
References	Destroy 1 year following the completion of appointment.
Test results	Destroy 1 year following the completion of appointment.
Application Forms (enquiries and requests)	
Enquiries and requests for application forms for existing vacancies	Destroy following completion of appointment.
Ethnicity / Gender Analysis	
Ethnicity / gender analysis forms for successful and unsuccessful applicants	Destroy 1 year after action completed.
Job Advertisements	
Job advertisements, records of	Destroy 1 year following the completion of appointment.
Summary Statistical Recruitment Information	
Anonymised summary statistical information about job applicants	Transfer to the Parliamentary Archives.
Unsolicited Applications	
Unsolicited applications for employment	Destroy 1 year after application received.
Statistics	
Bonus pay (recommendations and awards)	An active record, updated regularly.
Equal opportunities	An active record, updated regularly.
Restructuring	
Correspondence	Destroy 10 years after last action.
Reports	Destroy 10 years after last action.

Post reviews (includes establishment, reclassification and abolition of individual posts)	
Staff Adviser Reports (House of Lords)	Transfer to the Parliamentary Archives when regular reference ceases.
Assessments	Transfer to the Parliamentary Archives when regular reference ceases.
Notes	Transfer to the Parliamentary Archives when regular reference ceases.
Correspondence	Transfer to the Parliamentary Archives when regular reference ceases.
Job analysis forms	Destroy 6 months after a Review is completed.
Organisational charts	Destroy when regular reference ceases.
Role profiles	Destroy after report published.
Scoring sheets	Destroy after report published.
Staff number reviews, pay band/grading systems and organisation of posts	
Correspondence	Transfer to the Parliamentary Archives when regular reference ceases.
Notes	Transfer to the Parliamentary Archives when regular reference ceases.
Reports	Transfer to the Parliamentary Archives when regular reference ceases.
Job bank / role profiles data base (House of Lords)	An active record, updated regularly.
Bank Details	
Current bank details	Destroy 3 years after end of financial year in which employment ended.
Income Tax and National Insurance Records	
Tax code change (notice of)	Destroy 6 years after end of the financial year to which the records relate.
Annual return of pay and tax deducted	Destroy 6 years after end of the financial year to which the records relate.
Correspondence with tax office	Destroy 6 years after end of the financial year to which the records relate.
Salary Overpayments	
Overpayments, records of	Destroy 6 years after repayment or write-off.
Pay Advances	
Pay advances, records of	Destroy 3 years after repayment.
Pensions Records	
Added years	Destroy when individual reaches 80th birthday (or 5 years after last action if later).
Additional voluntary contributions (AVCs)	Destroy when individual reaches 80th birthday (or 5 years after last action if later).
Death benefit nomination or recovation forms	Destroy when individual reaches 80th birthday (or 5 years after last action if later).
Disciplinary action affecting terms and conditions or salary, records of	Destroy when individual reaches 80th birthday (or 5 years after last action if later).

Estimates and awards, details of: - name - date of birth - national insurance number - pensionable pay at leaving - service (reckonable and actual) - reason for leaving - new employer's name - transfer value and where transferred - refunds of contributions - all other papers relating to pensionability	Destroy when individual reaches 80th birthday (or 5 years after last action if later).
Marriage, death certificates or similar (copies)	Destroy when individual reaches 80th birthday (or 5 years after last action if later).
Payroll history	Destroy when individual reaches 80th birthday (or 5 years after last action if later).
Resignation, termination and retirement letters to staff	Destroy when individual reaches 80th birthday (or 5 years after last action if later).
Sick absence records	Destroy when individual reaches 80th birthday (or 5 years after last action if later).
Unpaid leave periods	Destroy when individual reaches 80th birthday (or 5 years after last action if later).
Salary Payment Records	
Payslips	Destroy 3 years after end of financial year, except records required directly for pension purposes (e.g. records concerning length of service, breaks in service, and final salary). See pension records.
Payments (electronic records of)	Destroy 3 years after end of financial year, except records required directly for pension purposes (e.g. records concerning length of service, breaks in service, and final salary). See pension records.
Payroll input forms	Destroy 3 years after end of financial year, except records required directly for pension purposes (e.g. records concerning length of service, breaks in service, and final salary). See pension records.
Maternity / paternity pay document	Destroy 3 years after end of financial year, except records required directly for pension purposes (e.g. records concerning length of service, breaks in service, and final salary). See pension records.
Bonuses	Destroy 3 years after end of financial year, except records required directly for pension purposes (e.g. records concerning length of service, breaks in service, and final salary). See pension records.
Criminal Record Checks	
Criminal record checks, records of	Destroy 3 months after action completed.
Criminal record checks, records of (security clearance refused)	If security clearance refused, retain information for as long as required.
Security Clearance	
Full application forms	Destroy 5 years after receipt of application.
Register of security clearances issued to employees	An active record, updated regularly.

Renewal forms	Destroy 1 year after receipt of application.
Change Forms (leavers)	
Change forms	Destroy when individual reaches 80th birthday (or 5 years after last action).
Exit Interview Reports	
Exit interview reports	Destroy 6 years after termination of employment
Leavers' checklists	Destroy 6 years after termination of employment
Staff Social Clubs	
Correspondence	Destroy 2 years after action completed.
Staff Suggestions	
Correspondence	Destroy 2 years after action completed.
Suggestion forms	Destroy 2 years after action completed.
Staff suggestion schemes (development of)	Destroy 5 years after scheme superseded.
New training programmes and materials (development of)	
Development of training programmes and materials (working papers)	Destroy when master set of training material is produced.
Occupational health and safety training	
Occupational health & safety training on exposure to noise, asbestos and other hazardous materials, records of	Destroy 40 years after termination of employment.
Occupational health and safety training undertaken by staff (general) can include: <ul style="list-style-type: none"> • Display Screen Equipment User Awareness • Health and Safety Awareness for Managers • Fire Safety Awareness • Manual Handling Awareness 	Destroy 3 years after termination of employment.
Training course (administrative arrangements) (internal and external courses)	
Attendance list	Destroy once details transferred to training register (as below).
Confirmation	Destroy 1 year after action completed.
Programme (training course)	Destroy 1 year after action completed.
Registration form	Destroy 1 year after action completed.
Venue booking	Destroy 1 year after action completed.
Training course (evaluations)	
Training assessment and feedback forms	Destroy 3 years after action completed.
Training course (reviews)	
Course feedback (statistics)	Destroy 3 years after action completed.
Reports (training course reviews)	Destroy 3 years after action completed.
Training course material (masters for internal courses)	
Course outline	Destroy when course is superseded or discontinued.
Hand-outs	Destroy when course is superseded or discontinued.
Audio visual presentations, including <ul style="list-style-type: none"> - slides - films - cassettes - videos 	Destroy when course is superseded or discontinued.
Training register (not including occupational health and safety training)	
Register of training (staff)	An active record, updated regularly.

Information Management: Records relating to the management of Parliament's information resources	
Records	Disposal Instruction
Agreements for information management services	
Service level agreements (between departments/offices of either House)	Destroy when reference ceases.
Audits (Information Management)	
Working papers	Destroy 3 years after publication of final audit report.
Internal audit reports	Transfer final version of report to the Parliamentary Archives.
Case Files	
Records relating to a request for information under the Data Protection Act 1998: <ul style="list-style-type: none"> • Written request • Acknowledgement • Notice of decision • Copies of information produced • Appeals records 	Destroy Data subject access requests 10 years after last action.
Records relating to a request for information under the Freedom of Information Act 2000: <ul style="list-style-type: none"> • Written request • Acknowledgement • Notice of decision • Copies of information produced • Appeals records 	Destroy requests under the Freedom of Information Act not resulting in a refusal 3 years after last action.
Records relating to a request for information under the Freedom of Information Act 2000 or Data Protection Act 1998: <ul style="list-style-type: none"> • Written request • Acknowledgement • Notice of decision • Copies of information produced • Appeals records 	Destroy requests under the Freedom of Information Act refused in whole or in part 10 years after last action.
Compliance Records	
Notice of data controller details to the Office of the Commissioner (Data Protection)	Destroy 3 years after the date of renewal of notification.
Classification Schemes	
Thesaurus	An active record, updated regularly.
Loans	
Loan records (Library and Parliamentary Archives)	Destroy when reference ceases.
Customer Service Records	
Customer surveys	Destroy when reference ceases.
Feed back forms	Destroy when reference ceases.
Questionnaires	Destroy when reference ceases.
File Lists	
File lists (departments/offices)	An active record, updated regularly.
Records Appraisal Documentation	
Appraisal decision forms	Transfer to the Parliamentary Archives.
Lists of record destroyed	Transfer to the Parliamentary Archives.
Signed destruction authorisation forms	Transfer to the Parliamentary Archives.
Transfers (of records to the Parliamentary Archives)	

Records transfer forms	Destroy when reference ceases.
Correspondence	Destroy when reference ceases.
Information Office Enquiry Records	
Correspondence	Destroy 3 months after last action.
Daily call monitoring form and printout	Destroy 3 months after recorded.
Library Enquiry Records	
Enquiry records and correspondence	Destroy when reference ceases.
Parliamentary Archives Enquiry Records	
Production records (including production form books)	Destroy 3 years after document produced/after final entry in production form book.
Enquiries (including correspondence and User Services database records)	Destroy 3 years after enquiry closed/account last used.
Visit records (including search room applications and log book)	Destroy 3 years after last visit entry in log book.
Copyright Records	
Copyright declaration forms (signed by researcher)	Destroy 6 years following the year in which last action completed.
Correspondence	Destroy 6 years following the year in which last action completed.
Reproduction rights	Destroy 6 years following the year in which last action completed.
Meetings	
Agenda	Destroy 3 years after action completed.
Correspondence	Destroy 3 years after action completed.
Minutes	Destroy 3 years after action completed.
Performance Management Records	
Performance reports	Destroy 3 years after action completed.
Information Management Policy	
Information Management Policy	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Information Management Policy, precedent records (i.e. records considered to be useful for these purposes may be removed from other files and added to policy files)	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Information Management Procedures	
Manuals, instructions and other guidance	Destroy when superseded.
Project files (inclusive of projects abandoned or deferred)	
Project Initiation Documents (PIDs)	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Business cases	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Approval proposals	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Programmes	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Project Board minutes and board papers	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Feasibility studies	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Surveys	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Inspection reports	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Correspondence	Submit for appraisal to the Parliamentary Archives when regular reference ceases.

Project risk assessment	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Reports to Management	
Final draft of office annual report	Destroy when reference ceases.
Statistics	
User statistics (library and archives)	Destroy when reference ceases.
Anonymised statistics of requests for access to information held under the Data Protection Act 1998 or information requested under the Freedom of Information Act 2000	Destroy when reference ceases.
Review of Information Management programmes and operations	
Reports	Destroy when reference ceases.
Assessments	Destroy when reference ceases.
Surveys	Destroy when reference ceases.
Business continuity plans (including disaster recovery)	
Final version of plans	Destroy when reference ceases.
Working papers	Destroy when reference ceases.
Risk Registers	
Risk registers	Destroy 3 years after superseded.
Information Management Standards	
Database of Information Management Standards (e.g. metadata standards)	An active record, updated regularly.

Information Systems & Technology: Records relating to the development, testing and implementation of applications and databases to support the business needs of the Houses of Parliament.	
Records	Disposal Instruction
Agreements for Information Systems & Technology	
Service level agreements (between departments/offices of either House)	Destroy when reference ceases.
Audits of information systems & technology	
Working papers	Destroy 3 years after publication of final audit report.
Internal audit reports	Transfer final version of report to the Parliamentary Archives.
Meetings	
Agenda	Destroy 3 years after action completed. N.B. if information is likely to be of use beyond 3 years, it should be added to a policy file.
Correspondence	Destroy 3 years after action completed. N.B. if information is likely to be of use beyond 3 years, it should be added to a policy file.
Minutes	Destroy 3 years after action completed. N.B. if information is likely to be of use beyond 3 years, it should be added to a policy file.
Help Desk Operations	
Help desk (case) records	An active record, updated regularly.
Message Bureau Operations	
Message Bureau system records (hard copy)	Destroy 1 month after message distributed.
Message Bureau system records (electronic master)	Destroy 6 months after received.
Telephone Logs	
Telephone Log system records	Destroy 3 years after last action.
Web Filtering Logs	
Web filtering log records	Destroy 1 year after last action.
Performance Management Records	
Performance reports	Destroy when reference ceases.
Information Systems & Technology Policy	
Information Systems & Technology Policy	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Information Systems & Technology Policy, precedent records (i.e. records considered to be useful for these purposes may be removed from other files and added to policy files)	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Information Systems & Technology Procedures	
Operating manuals and instructions for information systems & technology	Destroy when superseded.
Project files (inclusive of projects abandoned or deferred)	
Benefits realisation report	Submit for appraisal to the Parliamentary Archives when project is closed.
Board papers and minutes	Submit for appraisal to the Parliamentary Archives when project is closed.
Business cases	Submit for appraisal to the Parliamentary Archives when project is closed.

Change request (substantive)	Submit for appraisal to the Parliamentary Archives when project is closed.
Closure report	Submit for appraisal to the Parliamentary Archives when project is closed.
Lessons learned document	Submit for appraisal to the Parliamentary Archives when project is closed.
Mandate	Submit for appraisal to the Parliamentary Archives when project is closed.
Project Brief	Submit for appraisal to the Parliamentary Archives when project is closed.
Project Implementation Document (PID)	Submit for appraisal to the Parliamentary Archives when project is closed.
Post Implementation Review Document (PIR)	Submit for appraisal to the Parliamentary Archives when project is closed.
All other documents emanating from the PICT Toolkit, including, but not limited to: Approval proposals Budget records Correspondence Feasibility studies Inspection reports drawings and photographs Project plans Maps, plans, Surveys	Destroy 1 year after project is closed
Technical Research	
Correspondence	Destroy when reference ceases. N.B. if information is likely to be of use beyond 3 years, it should be added to a policy file.
Reports	Destroy when reference ceases. N.B. if information is likely to be of use beyond 3 years, it should be added to a policy file.
Review of Information Systems & Technology programmes and operations	
Assessments	Destroy when reference ceases. N.B. if information is likely to be of use beyond 3 years, it should be added to a policy file.
Reports	Destroy when reference ceases. N.B. if information is likely to be of use beyond 3 years, it should be added to a policy file.
Surveys	Destroy when reference ceases. N.B. if information is likely to be of use beyond 3 years, it should be added to a policy file.
Business continuity plans (including disaster recovery)	
Working papers	Destroy when reference ceases.
Final version of plans	An active record, updated regularly.
Risk Registers	
Risk registers	Destroy 3 years after superseded.
Information Systems & Technology Security Records	
Security infringement reports	Destroy when reference ceases.
Correspondence	Destroy when reference ceases.
Assessments of information systems & technology security standards	Transfer to the Parliamentary Archives.

Correspondence	Destroy when reference ceases.
Catalogue of Standards	An active record, updated regularly.

Legal Services: Records relating to the provision of legal services to Parliament.	
Records	Disposal Instruction
Legal Advice	
Correspondence, including requests for advice from internal clients and advice provided, regarding issues not listed below.	Destroy 15 years after last action.
Correspondence, including requests for advice from internal clients and advice provided, regarding: <ul style="list-style-type: none"> • Charities • Contempt of the House and Penal Jurisdictions • Copyright • Data Protection • Freedom of Information • Human Rights • Privilege • Procedure • Public Inquiries • Standards in Public Life • Judicial Review 	Submit for appraisal to the Parliamentary Archives.
Claims (not proceeded with)	
Correspondence (claims regarding personal injury)	Destroy 15 years after settlement or withdrawal date.
Correspondence	Destroy 7 years after settlement or withdrawal date.
Intellectual property rights (establishment of rights by either or both Houses), including unsuccessful or abandoned attempts to rights by either or both Houses.	
Correspondence	Submit for appraisal to the Parliamentary Archives.
Supporting documentation	Submit for appraisal to the Parliamentary Archives.
Litigation	
Correspondence (relating to individual employment cases)	Destroy 7 years after settlement or withdrawal date.
Correspondence (relating to issues setting a legal precedent)	Transfer to the Parliamentary Archives.

Legislation: Records relating to the management and administration of the passage of legislation through Parliament.	
Records	Disposal Instruction
Balloting	
Ballot book (HC Private Members' Bills)	Destroy when reference ceases.
Daily update of ballot book circulated with the Vote Bundle (HC Private Members' Bills)	Destroy when reference ceases.
Agenda (Committees)	
Meeting Agenda	Transfer to the Parliamentary Archives.
Briefs (Committees)	
Briefs of questions	Submit substantive briefs for appraisal to the Parliamentary Archives.
Chairman's notes	Submit substantive briefs for appraisal to the Parliamentary Archives.
Circulation Lists (Committees)	
Circulation lists <ul style="list-style-type: none"> • lists of people to whom documents are circulated • lists of documents being circulated 	Destroy when reference ceases.
Correspondence (Committees)	
Routine correspondence	Destroy when reference ceases.
Substantive correspondence	Submit for appraisal to the Parliamentary Archives.
Evidence (Committees)	
Evidence submitted to the committee	Transfer to the Parliamentary Archives.
Informal Notes (Committees)	
Informal notes (also called informal minutes) produced after each meeting	Transfer to the Parliamentary Archives.
Memoranda (Committees)	
Memoranda	Submit for appraisal to the Parliamentary Archives.
Minutes (Committees)	
Minutes of meetings	Submit for appraisal to the Parliamentary Archives. N.B. Minutes published in reports should be destroyed when reference ceases.
Reports (Committees)	
Lists of amendments	Destroy after draft reports superseded. N.B. Where significant report amendment lists include important text not published in either the report or the formal minutes, submit list to the Parliamentary Archives for appraisal.
Reports (House of Commons)	Transfer to the Parliamentary Archives any draft considered by the committee which differs significantly from the published text. N.B. Destroy all other drafts 1 session after the end of the parliamentary session that the records relate to, or 1 year, whichever is longer.
Reports (House of Lords)	Transfer to the Parliamentary Archives any draft considered formally by the committee. Destroy uncirculated drafts after publication of the committee's report.
Reports to the committee	Transfer to the Parliamentary Archives.

Transcripts (Committees)	
Transcripts (unpublished)	Transfer to the Parliamentary Archives.
Transcripts (published)	Destroy after report published.
Church Measures	
Draft measures (circulated to Ecclesiastical committee members)	Transfer to the Parliamentary Archives.
Certified proof copies of measures	Transfer to the Parliamentary Archives.
Comments and explanations by the General Synod	Transfer to the Parliamentary Archives.
Correction slips	Transfer to the Parliamentary Archives.
Royal Assent	Transfer to the Parliamentary Archives.
Transcripts of deliberations	Transfer to the Parliamentary Archives.
Vellums	Transfer to the Parliamentary Archives.
Precedent Files	
Correspondence	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Notes	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Standing Orders	
Proofs and drafts of Standing Orders	Destroy when reference ceases.
Acts (Private Legislation)	
Certified proof copies of Acts	Transfer to the Parliamentary Archives.
Correction slips	Transfer to the Parliamentary Archives.
Royal Assent	Transfer to the Parliamentary Archives.
Vellums	Transfer to the Parliamentary Archives.
Bills (Private Legislation)	
Amendment lists (including Marshalled list of amendments (House of Lords))	Transfer to the Parliamentary Archives.
Authorities	Transfer to the Parliamentary Archives.
Printed Bills	Transfer to the Parliamentary Archives.
Advice from Parliamentary Counsel	Transfer to the Parliamentary Archives.
Correspondence (substantive)	Transfer to the Parliamentary Archives.
Draft bills	Transfer to the Parliamentary Archives.
House Bills (endorsed)	Transfer to the Parliamentary Archives.
Petitions (for bills)	Transfer to the Parliamentary Archives.
Private legislation material (including explanatory memoranda and notes, plans/maps and associated documentation, and precedent copies of bills)	Transfer to the Parliamentary Archives.
Records of Examiner of Petitions for Private Bills (including memorials and transcripts)	Transfer to the Parliamentary Archives.
Selection lists (House of Commons only)	Transfer to the Parliamentary Archives.
Taxation of costs	Transfer to the Parliamentary Archives.
Advice from House Counsel	Destroy when reference ceases.
Correspondence (routine)	Destroy when reference ceases.
House Bills (Table copies) (Commons only)	Destroy when reference ceases.
Supply Book (Commons only)	Destroy when reference ceases.
Messages (Private Legislation)	
Messages from one chamber to the other	Destroy after the end of the parliamentary session that the records relate to.
Petitions (Private Legislation)	
Petitions relating to bills (except those for new bills)	Transfer to the Parliamentary Archives.
Acts (Public Bills)	
Certified proof copies of Acts	Transfer to the Parliamentary Archives.
Correction slips	Transfer to the Parliamentary Archives.

Royal Assent	Transfer to the Parliamentary Archives.
Vellums	Transfer to the Parliamentary Archives.
Bills (Public Bills)	
Authorities (House of Commons)	Destroy after the end of the parliamentary session that the records relate to.
Explanatory memorandum/notes for public bills (House of Commons)	Destroy after the end of the parliamentary session that the records relate to.
Printed Bills (House of Commons)	Destroy after the end of the parliamentary session that the records relate to.
Amendment lists (including Marshalled list of amendments (House of Lords))	Transfer to the Parliamentary Archives.
Authorities	Transfer to the Parliamentary Archives.
Explanatory memorandum/notes for public bills (House of Lords)	Transfer to the Parliamentary Archives.
Printed Bills (House of Lords)	Transfer to the Parliamentary Archives.
Advice from Parliamentary Counsel	Transfer to the Parliamentary Archives.
Correspondence (substantive)	Transfer to the Parliamentary Archives.
Draft bills	Transfer to the Parliamentary Archives.
House Bills (endorsed)	Transfer to the Parliamentary Archives.
Petitions (for bills)	Transfer to the Parliamentary Archives.
Selection lists (House of Commons only)	Transfer to the Parliamentary Archives.
Taxation of costs	Transfer to the Parliamentary Archives.
Correspondence (routine)	Destroy when reference ceases.
House Bills (Table copies) (Commons only)	Destroy when reference ceases.
Supply Book (Commons only)	Destroy when reference ceases.
Messages (Public Bills)	
Messages from one chamber to the other	Destroy after the end of the parliamentary session that the records relate to.
Scottish Provisional Orders	
Scottish Provisional Orders (including maps and plans deposited with orders, draft orders, petitions and other associated documentation)	Transfer to the Parliamentary Archives.
Special Procedure Orders	
Special Procedure Orders (including maps and plans deposited with orders)	Transfer to the Parliamentary Archives.
Advice from Counsel (Private Bills)	
Correspondence with Parliamentary Counsel	Transfer to the Parliamentary Archives.
Correspondence with House Counsel	Destroy when reference ceases.
Statutory Instruments: Reference Committee Records	
Correspondence	Transfer to the Parliamentary Archives.
Transport and Works Orders	
Transport and Works Orders and associated documentation such as plans etc.	Transfer to the Parliamentary Archives.

Members' Services: Records relating to the provision of financial, personnel and private function services to Members.	
Records	Disposal Instruction
Financial and Staffing Advice (routine)	
Correspondence	Destroy 5 years after action completed.
Policy advice (with implications for major liabilities or obligations for Members)	
Correspondence	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Bank Details (allowances)	
Bank details (current), records of	Destroy 3 years after end of financial year in which a Member ceases to be a Member of the House of Commons or House of Lords.
Overpayments (allowances)	
Overpayments, records of	Destroy 3 years after repayment or write-off.
Payments (allowances)	
All allowance and expense claims	Destroy 3 years after end of financial year in which action was completed.
Case Files	
Correspondence with Members	Destroy 3 years after action completed. N.B. If the correspondence has led to a change in Members' Services policy, it should be added to a policy file.
Consolidated Service History (Members' Staff)	
Engagement, terms and conditions	Destroy when individual reaches 80th birthday (or 5 years after last action if later).
Personal particulars, records of (and supporting documentation e.g. birth certificates)	Destroy when individual reaches 80th birthday (or 5 years after last action if later).
Contact Information (Members' Staff)	
Contact information, records of	Destroy 6 years after termination of employment
Members' Staff Employment Records	
Contract of employment (signed copy), including amendments and job description	Destroy 6 years after termination of employment.
Private function services, administrative arrangements (non-accounting)	
Guest lists	Destroy 1 month after action completed.
Acceptances	Destroy 3 years after action completed.
Booking confirmation forms	Destroy 3 years after action completed.
Catering records	Destroy 3 years after action completed.
Invitations	Destroy 3 years after action completed.
Breaches of House rules by Members or their staff	
Correspondence	Destroy 3 years after action completed.
Correspondence (breaches of expense rules only)	Destroy 3 years after the end of the financial year in which the breach comes to light.
Insurance policies covering Members, their spouses and their staff	
Employers' liability	Destroy 6 years following the termination of policy.
Defamation	Destroy 6 years following the termination of policy.
Personal accident	Destroy 6 years following the termination of policy.
Professional liability	Destroy 6 years following the termination of policy.
Travel	Destroy 6 years following the termination of policy.

Members' Services Policy	
Members' Services Policy	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Members' Services Policy, precedent records (i.e. records considered to be useful for these purposes may be removed from other files and added to policy files)	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Handbooks and other guidance for Members	
Members' Handbooks	Master copy: one copy will be retained permanently by the Parliamentary Archives. N.B. Drafts to be retained as long as required for local reference purposes.
Members' Reimbursement Allowance Scheme Guide – House of Lords	Master copy: one copy will be retained permanently by the Parliamentary Archives. N.B. Drafts to be retained as long as required for local reference purposes.
The Green Book (Parliamentary Salaries, Allowances and Pensions) – House of Commons	Master copy: one copy will be retained permanently by the Parliamentary Archives. N.B. Drafts to be retained as long as required for local reference purposes.
Bank Details (salaries)	
Bank details (current), records of	Destroy 3 years after end of financial year in which employment terminated.
Income Tax and National Insurance records	
Notice of tax code change	Destroy 6 years after end of the financial year to which the records relate.
Annual return of pay and tax deducted	Destroy 6 years after end of the financial year to which the records relate.
Correspondence with tax office	Destroy 6 years after end of the financial year to which the records relate.
Overpayments (salaries)	
Overpayments, records of	Destroy 6 years after repayment or write-off.
Pension Records	
Payroll history	Destroy 3 years after end of financial year, except records required directly for pension purposes (e.g. records concerning length of service, breaks in service, and final salary).
Estimates and awards details: - Name - Date of birth - National Insurance Number - Pensionable pay at leaving - Service (reckonable and actual) - Transfer value and where transferred - Refunds of contributions - All other papers relating to pensionability	Destroy 3 years after end of financial year, except records required directly for pension purposes (e.g. records concerning length of service, breaks in service, and final salary).
Additional voluntary contributions (AVCs)	Destroy 3 years after end of financial year, except records required directly for pension purposes (e.g. records concerning length of service, breaks in service, and final salary).
Copies of marriage, birth certificates or similar	Destroy 3 years after end of financial year, except records required directly for pension purposes (e.g. records concerning length of service, breaks in service, and final salary).

Death benefit nomination or revocation forms	Destroy 3 years after end of financial year, except records required directly for pension purposes (e.g. records concerning length of service, breaks in service, and final salary).
Resignation, termination and retirement letters to Members' staff	Destroy 3 years after end of financial year, except records required directly for pension purposes (e.g. records concerning length of service, breaks in service, and final salary).
Salary Payment Records	
Authorisation to pay salary forms	Destroy 3 years after end of financial year, except records required directly for pension purposes (e.g. records concerning length of service, breaks in service, and final salary).
Criminal Records Checks (Members' staff)	
Criminal record checks (Members' staff), records of	Destroy 3 months after action completed.
Criminal record checks (Members' staff), records of (security clearance refused)	If security clearance refused, retain information for as long as required.
Security Clearance Checks (Members' staff)	
Full application forms	Destroy 5 years after receipt of application.
Security Clearance Register	
Register of security clearances issued to employees	An active record, updated regularly.
Security Clearance Renewals (Members' staff)	
Renewal application forms	Destroy 1 year after receipt of application.
New Training Programmes and Materials (development of)	
Development of training programmes and materials (working papers)	Destroy when master set of training material is produced.
Occupational Health and Safety Training Records	
Occupational health & safety training on exposure to noise, asbestos and other hazardous materials, records of	Destroy 40 years after termination of employment.
Training Course (evaluations)	
Training assessment and feedback forms	Destroy 3 years after action completed.
Training Course (reviews)	
Course feedback (statistics)	Destroy 3 years after action completed.
Reports (training course reviews)	Destroy 3 years after action completed.
Training Course Material (masters for internal courses)	
Course outline	Destroy when course is superseded or discontinued.
Hand-outs	Destroy when course is superseded or discontinued.
Audio visual presentations, including - slides - films - cassettes - videos	Destroy when course is superseded or discontinued.
Training Course, Administrative Arrangements (internal and external courses)	
Attendance list	Destroy once details transferred to training register (as below).
Confirmation	Destroy 1 year after action completed.
Programme (training course)	Destroy 1 year after action completed.
Registration form	Destroy 1 year after action completed.
Venue booking	Destroy 1 year after action completed.

Training Register (not including occupational health and safety training)	
Register of training (staff)	An active record, updated regularly.

Occupational Health and Safety: Records relating to the implementation and co-ordination of occupational health and safety requirements or standards within Parliament.	
Reports	Disposal Instruction
Accident Investigation Records Involving Exposure to Noise, Asbestos and Other Hazardous	
RIDDOR (Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations) reports	Destroy 40 years after date of occurrence.
Incident report forms	Destroy 40 years after date of occurrence.
Incident investigation costing estimate form	Destroy 40 years after date of occurrence.
Incident investigation report	Destroy 40 years after date of occurrence.
Witness statement forms	Destroy 40 years after date of occurrence.
Interview notes	Destroy 40 years after date of occurrence.
Photographs	Destroy 40 years after date of occurrence.
Correspondence to staff (advising of possible exposure to asbestos or other hazardous agents)	Destroy 40 years after date of occurrence.
Accident Register	
Register of accidents in the workplace (anonymised)	An active record, updated regularly.
General Accident Investigation Records (not including exposure to noise, asbestos and other hazardous agents)	
RIDDOR (Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations) reports	Destroy 10 years after date of occurrence.
Incident report forms	Destroy 10 years after date of occurrence.
Incident investigation costing estimate form	Destroy 10 years after date of occurrence.
Incident investigation report	Destroy 10 years after date of occurrence.
Witness statement forms	Destroy 10 years after date of occurrence.
Interview notes	Destroy 10 years after date of occurrence.
Photographs	Destroy 10 years after date of occurrence.
Visits to the Nurse due to Illness or Injury Resulting from a Workplace Accident / Incident (not including exposure to noise, asbestos and other hazardous agents)	
Notes	Destroy 10 years after termination of employment.
Reports	Destroy 10 years after termination of employment.
Notes	Destroy 40 years after termination of employment.
Reports	Destroy 40 years after termination of employment.
Physiotherapy Service Records	
Physiotherapy referrals	Destroy 10 years after termination of employment.
Medical treatment records	Destroy 10 years after termination of employment.
Physiotherapy referral authorisation forms	Destroy 2 years after action completed.
Compensation Claim Files	
Claim forms	Destroy 7 years after finalisation of claim.
Copies of incident reporting forms	Destroy 7 years after finalisation of claim.
Copies of sick absence forms	Destroy 7 years after finalisation of claim.
Copies of plans of the Parliamentary estate	Destroy 7 years after finalisation of claim.
Correspondence	Destroy 7 years after finalisation of claim.
Medical records	Destroy 7 years after finalisation of claim.
Appeal records	Destroy 7 years after finalisation of claim.
First Aid Officers, Fire Wardens and Safety Officers	
Register	An active record, updated regularly.

Administrative Arrangements for Health and Safety Health Promotion Events	
Venue bookings	Destroy when reference ceases.
Correspondence	Destroy when reference ceases.
Maintenance of Plant and Equipment to Control Exposure to Substances and Agents Hazardous to Health (not including respiratory protective equipment)	
Records of examinations, testing and repairs	Destroy 5 years from the date of examination / test / repair.
Register of examination dates	An active record, updated regularly.
Respiratory Protective Equipment	
Records of examinations	Destroy 50 years from date of last entry.
Register of examination dates	An active record, updated regularly.
Routine Occupational Health and Safety Inspections	
Office inspection report / check lists	Destroy 1 year after inspection report superseded.
Meetings	
Agenda	Destroy 3 years after action completed. N.B. if information is likely to be of use beyond 3 years, it should be added to a policy file.
Correspondence	Destroy 3 years after action completed. N.B. if information is likely to be of use beyond 3 years, it should be added to a policy file.
Minutes	Destroy 3 years after action completed. N.B. if information is likely to be of use beyond 3 years, it should be added to a policy file.
Occupational Health and Safety Policy	
Occupational Health & Safety Policy	Submit for appraisal to the Parliamentary Archives.
Occupational Health & Safety Policy, precedent records (i.e. records considered to be useful for these purposes may be removed from other files and added to policy files)	Submit for appraisal to the Parliamentary Archives.
Externally Produced Procedures	
Government circulars	Destroy when reference ceases.
Occupational Health and Safety Procedures	
Guidelines <ul style="list-style-type: none"> • Guide to health and safety arrangement for Members and their staff (House of Commons) • Houses of Parliament Health, Safety & Welfare Guidelines for the Office Environment • Health & Safety Guidelines for Display Screen Equipment Users 	Master copy: one copy of the final version will be retained permanently by the Parliamentary Archives.
Circulars	Master copy: one copy of the final version will be retained permanently by the Parliamentary Archives.
Reports	
Reports to the Parliamentary Medical Panel on occupational health and safety activities	Destroy 5 years after last action.
Statistics	
Statistics on occupational health and safety work activities	Destroy 5 years after last action.
Arrangements with External Emergency Service Organisations (e.g. fire brigade)	
Register	An active record, updated regularly.

Asbestos Register	
Register of any asbestos products found in the workplace	An active record, updated regularly.
Assessments	
Assessment of requirements for fire-fighting systems and equipment	Destroy 5 years after review of assessment.
Assessment of requirements for first aid facilities and equipment	Destroy 5 years after review of assessment.
Property management project risk assessments	Destroy 6 years from end of the contract for the project.
Register of fire risk assessments	An active record, updated regularly.
Health Surveillance and Medical Records (in respect of specific individuals)	
Monitoring of employees who are liable to be exposed to lead, asbestos or other substances hazardous to health.	Destroy 40 years after termination of employment.
Medical reports of individual employees who are exposed to asbestos	Destroy 40 years after termination of employment.
Occupational Health and Safety Plans	
Action plans	Destroy 5 years after current plan is superseded.
Risk Assessment Forms	
Display Screen Equipment (DSE) workstation assessment form (ongoing health related issue)	Destroy 10 years after termination of employment in instances where there is an ongoing health related issue.
Initial risk assessment form (Ongoing health related issue)	Destroy 10 years after termination of employment in instances where there is an ongoing health related issue.
New and expectant mothers at work risk assessment form (ongoing health related issue)	Destroy 10 years after termination of employment in instances where there is an ongoing health related issue.
Management of health & safety risk assessment form (ongoing health related issue)	Destroy 10 years following termination of employment in instances where there is an ongoing health related issue.
Display Screen Equipment (DSE) workstation assessment form (no ongoing health related issue identified)	Destroy 3 years after risk assessment superseded when there is no health related issue identified.
Initial risk assessment form (no ongoing health related issue identified)	Destroy 3 years after risk assessment superseded when there is no health related issue identified.
Management of health & safety risk assessment form (no ongoing health related issue identified)	Destroy 3 years after risk assessment superseded when there is no health related issue identified.
New and expectant mothers at work risk assessment form (no ongoing health related issue identified)	Destroy 3 years after risk assessment superseded when there is no health related issue identified.

Official Report (Hansard): Records relating to the production of a verbatim record of the proceedings of Parliament.	
Reports	Disposal Instruction
Case Files	
Correspondence (with Members, the public etc)	Destroy 3 years after action completed. N.B. If the correspondence has led to a change in Official Report (Hansard) policy, it should be added to a policy file.
Meetings	
Agenda	Destroy 3 years after action completed. N.B. if information is likely to be of use beyond 3 years, it should be added to a policy file.
Correspondence	Destroy 3 years after action completed. N.B. if information is likely to be of use beyond 3 years, it should be added to a policy file.
Minutes	Destroy 3 years after action completed. N.B. if information is likely to be of use beyond 3 years, it should be added to a policy file.
Performance Reports	
Monthly performance reports	Destroy 3 years after action completed.
Official Report (Hansard) Policy	
Official Report (Hansard) Policy	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Official Report (Hansard) Policy, precedent records (i.e. records considered to be useful for these purposes may be removed from other files and added to policy files)	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Official Report (Hansard) Procedures	
Official Report (Hansard) Procedures	Destroy when procedures are superseded.
Audio Records	
Digital and analogue records of the proceedings	Destroy/overwrite when reference ceases.
Corrections	
Corrections to the Official Report (Hansard) submitted in writing, including corrections to written questions and answers, and written statements (House of Lords)	Destroy 1 year after end of financial year in which records were submitted (pending establishment of House-wide Corrections Policy)
Corrections to the Official Report (Hansard) submitted in writing, including corrections to written questions and answers, and written statements (House of Commons)	Destroy 60 working days after end date of publication of the Official Report (Hansard). N.B. Text for bound volumes is sent to the printer at 60 days.
Cover Page / Front Page / Contents	
Cover page/front page/contents of the Official Report (Hansard)	Destroy when reference ceases.
Lists	
Government lists and list of principal staff of the House etc.	An active record, updated regularly.
Logs	
Logs of proceedings	Destroy when reference ceases.

Official Report (Hansard) Editions	
Production copy (electronic) of the Official Report (Hansard) (daily part)	Destroy 1 year after the end date of publication of the Official Report (Hansard).
Production copy (paper) of the Official Report (Hansard) (daily part) (House of Lords)	Destroy 28 days after the end date of publication of the Official Report (Hansard). N.B. Text for bound volumes is sent to the printer at 20 days.
Production copy (paper) of the Official Report (Hansard) (daily part) (House of Commons)	Destroy 60 working days after end date of publication of the Official Report (Hansard). N.B. Text for bound volumes is sent to the printer at 60 days.
Shorthand Notes	
Shorthand notes (pen and machine short hand)	Destroy when reference ceases.
Annual Report (House of Lords)	
Final draft of annual report for the office of the Official Report (Hansard)	Destroy when reference ceases.

Parliamentary Privileges and Standards: Records relating to the assertion of the privileges of Parliament and the provision of advice to Members and committees on the acceptable behaviour of Members.	
Records	Disposal Instruction
Applications to Raise Matters of Privilege	
Correspondence	Destroy when reference ceases.
Commonwealth Cases on Privilege (Commons)	
Correspondence	Destroy when reference ceases.
Complaints (not submitted to Committee, although complaint may be dealt with by rectification procedure and referred to in Commissioner's annual report) (Commons)	
Correspondence	Destroy 7 years after last action.
Supporting documentation	Destroy 7 years after last action.
Transcripts of oral evidence	Destroy 7 years after last action.
Complaints (which are the subject of a formal Report submitted to Committee) (Commons)	
Correspondence	Review by Commissioner 10 years after last action.
Supporting documentation	Review by Commissioner 10 years after last action.
Transcripts of oral evidence	Review by Commissioner 10 years after last action.
Peerage Claims	
Correspondence	Transfer to the Parliamentary Archives when reference ceases.
Registration forms	Transfer to the Parliamentary Archives when reference ceases.
Supporting documentation	Transfer to the Parliamentary Archives when reference ceases.
Privilege Cases (Lords)	
Correspondence	Submit for appraisal to the Parliamentary Archives 10 years after file closed.
Supporting documentation	Submit for appraisal to the Parliamentary Archives 10 years after file closed.
Privilege Complaints (upheld and not upheld) (Commons)	
Correspondence	Destroy when reference ceases.
Supporting documentation	Destroy when reference ceases.
Privilege Exemptions (Commons)	
Correspondence	Destroy when reference ceases.
Supporting documentation	Destroy when reference ceases.
Referrals (Commons)	
Correspondence	Destroy 2 years after last action.
Supporting documentation	Destroy 2 years after last action.
Referrals list	An active record, updated regularly.
Registration of Interests – All-Party Groups (Commons)	
Supporting documentation (including registration forms)	12 months after publication of the first register following a general election destroy the file of any person or group that has not appeared on any register issued in the new Parliament.
Correspondence	12 months after publication of the first register following a general election destroy the file of any person or group that has not appeared on any register issued in the new Parliament.

Registration of Interests – Journalists (Commons)	
Supporting documentation (including registration forms)	12 months after publication of the first register following a general election destroy the file of any person or group that has not appeared on any register issued in the new Parliament.
Correspondence	12 months after publication of the first register following a general election destroy the file of any person or group that has not appeared on any register issued in the new Parliament.
Registration of Interests – Members (Lords)	
Correspondence	Destroy when reference ceases.
Supporting documentation (including registration forms)	Destroy when reference ceases.
Registration of Interests - Members Deceased (Commons)	
Correspondence	Destroy 1 year following the death of a Member.
Supporting documentation (including registration forms)	Destroy 1 year following the death of a Member.
Registration of Interests - Members Stood Down (Commons)	
Correspondence	Destroy 7 years after last action.
Supporting documentation (including registration forms)	Destroy 7 years after last action.
Registration of Interests - Members' Secretaries and Research Assistants (Commons)	
Correspondence	12 months after publication of the first register following a general election destroy the file of any person or group that has not appeared on any register issued in the new Parliament.
Supporting documentation (including registration forms)	12 months after publication of the first register following a general election destroy the file of any person or group that has not appeared on any register issued in the new Parliament.
Agenda (Committees)	
Agenda	Transfer to the Parliamentary Archives at the end of the parliamentary session.
Briefs (Committees) (Chairman's)	
Briefs prepared for the Chairman of the Committee	Submit for appraisal to the Parliamentary Archives at the end of the parliamentary session.
Circulation Lists (Committees)	
Circulation lists <ul style="list-style-type: none"> • lists of people to whom documents are circulated • lists of documents being circulated 	Destroy when reference ceases.
Commissioner's Memoranda to the Committee (Commons)	
Memoranda (relating to a case) (published)	Destroy after publication of report.
Memoranda (relating to a case) (unpublished)	Transfer to the Parliamentary Archives at the end of the parliamentary session.
Memoranda (not case related)	Transfer to the Parliamentary Archives at the end of the parliamentary session.
Correspondence (Committees)	
Routine correspondence	Destroy after one parliamentary session.
Substantive correspondence	Submit for appraisal to the Parliamentary Archives.

Informal Notes (Committees) (Commons)	
Informal notes (also called informal minutes) produced after each meeting	Transfer to the Parliamentary Archives at the end of the parliamentary session.
Memoranda (Committees)	
Written evidence (published)	Destroy after publication of report.
Written evidence (unpublished)	Transfer to the Parliamentary Archives at the end of the parliamentary session.
Minutes (Committees)	
Minutes of meetings (unpublished)	Submit for appraisal to the Parliamentary Archives.
Minutes of Evidence (Committees)	
Corrections to minutes of evidence	Destroy after one parliamentary session.
Minutes of evidence (published)	Destroy after publication of report.
Minutes of evidence (unpublished)	Transfer to the Parliamentary Archives at the end of the parliamentary session.
Numbered Papers (Committees) (House of Lords)	
Core papers circulated to committee members (and assigned a sequential number). Includes: <ul style="list-style-type: none"> • Chairman's draft reports • Discussion and briefing papers, prepared by staff • Papers inviting a decision from the committee 	Transfer to the Parliamentary Archives.
Reports (Committees)	
Commissioner's report (published)	Destroy after one parliamentary session.
Committee draft reports	Destroy after one parliamentary session.
Commissioner's progress reports	Transfer to the Parliamentary Archives at the end of the parliamentary session.
Commissioner's report (unpublished)	Transfer to the Parliamentary Archives at the end of the parliamentary session.
Committee reports	Transfer to the Parliamentary Archives at the end of the parliamentary session.
Code of Conduct (Commons)	
Consultation documents	Submit for appraisal to the Parliamentary Archives upon completion of next review.
Proposals	Submit for appraisal to the Parliamentary Archives upon completion of next review.
Reports to the House	Submit for appraisal to the Parliamentary Archives upon completion of next review.
Code of Conduct	Transfer to the Parliamentary Archives when superseded.
Guide to the Rules	Transfer to the Parliamentary Archives when superseded.
Code of Conduct (Lords)	
Code of Conduct	Transfer to the Parliamentary Archives when superseded.
Registers of Interest	
Register of Members' Interests (printouts of regular updates to the electronic edition)	Destroy 7 years after Register updated

Registers of interest for: <ul style="list-style-type: none"> • Members • Members' Secretaries and Research Assistants • All-Party Groups • Journalists 	An active record, updated regularly.
Register of Members' Interests (printout of electronic edition at time of Dissolution) (Commons)	Transfer to the Parliamentary Archives when superseded.
Court Judgements	
Supporting documentation	Destroy when reference ceases.
Correspondence	Transfer to the Parliamentary Archives when reference ceases.
Precedent files (supporting Erskine May interpretations)	
Correspondence	Transfer to the Parliamentary Archives when reference ceases.
Supporting documentation	Transfer to the Parliamentary Archives when reference ceases.
Parliamentary Standards Procedures	
Complaints Procedures	Destroy when superseded.
Companion to Standing Orders	Destroy when superseded.
Advice for Members on Interest (handbook)	Destroy when superseded.

Parliamentary Relations: Records relating to the establishment, development and maintenance of relationships with devolved assemblies, other parliamentary bodies and overseas parliaments.	
Records	Disposal Instruction
Case Files	
Country case files (records documenting correspondence with, visits from, etc. representatives of a country)	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Correspondence (Celebrations)	
Routine correspondence	Destroy 1 year after event.
Substantive correspondence	Submit for appraisal to the Parliamentary Archives.
Press Cuttings (Celebrations)	
Press cuttings	Destroy when reference ceases.
Programme (Celebrations)	
Programmes	Submit for appraisal to the Parliamentary Archives.
Speeches (Celebrations)	
Speeches (inward and outward celebrations)	Submit for appraisal to the Parliamentary Archives.
British-Irish Inter-Parliamentary Body (Conferences)	
Administrative arrangements (routine)	Destroy 3 years after the event.
Correspondence (routine)	Destroy 3 years after the event.
Agenda	Transfer to the Parliamentary Archives.
Executive minutes	Transfer to the Parliamentary Archives.
Reports	Transfer to the Parliamentary Archives.
External Conferences/Networks of Professionals Attended by House Staff (not parliamentary assembly or staff development related)	
Administrative arrangements (routine)	Destroy 1 year after the event.
Correspondence (routine)	Destroy 1 year after the event.
Travel arrangements	Destroy 1 year after the event.
Agenda	Destroy when reference ceases.
Briefs	Destroy when reference ceases.
Minutes	Destroy when reference ceases.
Reports	Destroy when reference ceases.
Selection of staff to attend conferences/seminars	Destroy when reference ceases.
House Staff Sent to Parliamentary Assemblies	
Administrative arrangements (routine)	Destroy 3 year after the event.
Correspondence (routine)	Destroy 3 year after the event.
Travel arrangements	Destroy 3 year after the event.
Selection of staff to support/attend: <ul style="list-style-type: none"> • Council of Europe • WEU • OSCE • NATO 	Destroy when reference ceases.
International Speakers' Conferences (e.g. G8 Speakers, Commonwealth Speakers, Council of Europe Speakers etc.)	
Administrative arrangements (routine)	Destroy 3 years after the event.
Correspondence (routine)	Destroy 3 years after the event.
Conference papers	Destroy 3 years after the event.
Agenda	Transfer to the Parliamentary Archives.
Brief for Speaker (Lords and Commons)	Transfer to the Parliamentary Archives.
Final Programme	Transfer to the Parliamentary Archives.

Letter of invitation	Transfer to the Parliamentary Archives.
Speeches (delivered by Speaker)	Transfer to the Parliamentary Archives.
Summary report	Transfer to the Parliamentary Archives.
Parliamentary Delegations to International Parliamentary Assemblies (e.g. COE, CPA, IPU, NATO, OSCE, WEU)	
Administrative arrangements (routine)	Destroy 3 years after the event.
Correspondence (routine)	Destroy 3 years after the event.
Conference papers	Destroy 3 years after the event.
Substantive Correspondence	Submit for appraisal to the Parliamentary Archives.
Representation by Members at events	
Administrative arrangements (routine)	Destroy 3 years after the event.
Correspondence (routine)	Destroy 3 years after the event.
Conference papers	Destroy 3 years after the event.
Agenda	Transfer to the Parliamentary Archives.
Brief	Transfer to the Parliamentary Archives.
Final programme	Transfer to the Parliamentary Archives.
Letter of invitation	Transfer to the Parliamentary Archives.
Summary report/visit note	Transfer to the Parliamentary Archives.
Speeches	Transfer to the Parliamentary Archives.
UK-based Conferences (hosting of international parliaments, etc)	
Administrative arrangements (e.g. catering, transportation)	Destroy 3 years after the event.
Correspondence (routine)	Destroy 3 years after the event.
Hotel bookings	Destroy 3 years after the event.
Attendance list	Destroy when reference ceases.
Draft programme	Destroy when reference ceases.
Events list	Destroy when reference ceases.
Agenda	Transfer to the Parliamentary Archives.
Published booklet of programme	Transfer to the Parliamentary Archives.
Correspondence (enquiries)	
Routine correspondence (e.g. requests to attend events, requests for factual information regarding Parliament, etc)	Destroy when reference ceases.
Substantive correspondence (e.g. requests for procedural advice)	Submit for appraisal to the Parliamentary Archives when reference ceases.
Administrative Arrangements (social functions)	
Acceptances	Destroy 1 year after action completed. N.B. if information is likely to be of use beyond 1 year, it should be added to a policy file.
Booking confirmation forms	Destroy 1 year after action completed. N.B. if information is likely to be of use beyond 1 year, it should be added to a policy file.
Catering records	Destroy 1 year after action completed. N.B. if information is likely to be of use beyond 1 year, it should be added to a policy file.

Correspondence	Destroy 1 year after action completed. N.B. if information is likely to be of use beyond 1 year, it should be added to a policy file.
Invitations	Destroy 1 year after action completed. N.B. if information is likely to be of use beyond 1 year, it should be added to a policy file.
Guest lists	Destroy 3 years after action completed.
Correspondence (greetings)	
Routine correspondence	Destroy 1 year after action completed.
Substantive correspondence	Submit for appraisal to the Parliamentary Archives.
Capacity Building Exercises	
Administrative arrangements	Destroy 1 year after action completed.
Travel arrangements	Destroy 1 year after action completed.
Letters of engagement	Submit for appraisal to the Parliamentary Archives.
Project records	Submit for appraisal to the Parliamentary Archives.
Reports	Submit for appraisal to the Parliamentary Archives.
Meetings	
Agenda	Destroy 3 years after action completed. N.B. if information is likely to be of use beyond 3 years, it should be added to a policy file.
Correspondence	Destroy 3 years after action completed. N.B. if information is likely to be of use beyond 3 years, it should be added to a policy file.
Minutes	Destroy 3 years after action completed. N.B. if information is likely to be of use beyond 3 years, it should be added to a policy file.
Parliamentary Relations Policy	
Policy relating to Parliamentary Relations	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Policy, precedent records (i.e. records considered to be useful for these purposes may be removed from other files and added to policy files)	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Procedures	
Manuals, instructions and other guidance	Destroy when superseded.
Visit Records (inward visitors) (e.g. study visits)	
Programmes (administered internally)	Destroy at the end of a Parliament or 1 year, whichever is longer.
Programmes (administered by the Foreign and Commonwealth Office)	Destroy 2 years after last action.
Visitors' Register	An active record, updated regularly.

Procurement: Records relating to the obtaining of goods, services or construction projects from a third party.	
Records	Disposal Instruction
Amendments to Contracts	
Requirements, changes to	Destroy 6 years from end of contract. N.B. The end of the contract is the actual end date (including extensions) and not the forecast end date recorded in the contract.
Forms of variation	Destroy 6 years from end of contract. N.B. The end of the contract is the actual end date (including extensions) and not the forecast end date recorded in the contract.
Contract extensions	Destroy 6 years from end of contract. N.B. The end of the contract is the actual end date (including extensions) and not the forecast end date recorded in the contract.
Contract Awards	
Contract award report	Destroy 6 years from end of contract. N.B. The end of the contract is the actual end date (including extensions) and not the forecast end date recorded in the contract.
Contract Management	
Contracts	Destroy 6 years from end of contract or from date of last survey or inspection. Some special contracts are executed under seal and the limitation period in these cases is normally twelve years. Disposal of contracts under seal should be referred to Legal Services. N.B. The end of the contract is the actual end date (including extensions) and not the forecast end date recorded in the contract.
Contractor's reports	Destroy 6 years from end of contract or from date of last survey or inspection. Some special contracts are executed under seal and the limitation period in these cases is normally twelve years. Disposal of contracts under seal should be referred to Legal Services. N.B. The end of the contract is the actual end date (including extensions) and not the forecast end date recorded in the contract.

Schedules of Work	<p>Destroy 6 years from end of contract or from date of last survey or inspection. Some special contracts are executed under seal and the limitation period in these cases is normally twelve years. Disposal of contracts under seal should be referred to Legal Services.</p> <p>N.B. The end of the contract is the actual end date (including extensions) and not the forecast end date recorded in the contract.</p>
Surveys and inspections (equipment & supplies)	<p>Destroy 6 years from end of contract or from date of last survey or inspection. Some special contracts are executed under seal and the limitation period in these cases is normally twelve years. Disposal of contracts under seal should be referred to Legal Services.</p> <p>N.B. The end of the contract is the actual end date (including extensions) and not the forecast end date recorded in the contract.</p>
Technical Specifications	<p>Destroy 6 years from end of contract or from date of last survey or inspection. Some special contracts are executed under seal and the limitation period in these cases is normally twelve years. Disposal of contracts under seal should be referred to Legal Services.</p> <p>N.B. The end of the contract is the actual end date (including extensions) and not the forecast end date recorded in the contract.</p>
Timesheets	<p>Destroy 6 years from end of contract or from date of last survey or inspection. Some special contracts are executed under seal and the limitation period in these cases is normally twelve years. Disposal of contracts under seal should be referred to Legal Services.</p> <p>N.B. The end of the contract is the actual end date (including extensions) and not the forecast end date recorded in the contract.</p>
Contractor Security and Confidentiality	
Confidentiality Agreements	<p>Destroy 10 years from the end of contract.</p> <p>N.B. The end of the contract is the actual end date (including extensions) and not the forecast end date recorded in the contract.</p>
Criminal record checks, records of	Destroy 3 months after action completed.
Security clearance application forms	Destroy 5 years after receipt of application.
Criminal record checks, records of (security clearance refused)	If security clearance refused, retain information for as long as required.

Monitoring of Supplier Performance Records	
Complaints, records of	Destroy 6 years from end of contract. N.B. The end of the contract is the actual end date (including extensions) and not the forecast end date recorded in the contract.
Payments disputes	Destroy 6 years from end of contract. N.B. The end of the contract is the actual end date (including extensions) and not the forecast end date recorded in the contract.
Final accounts	Destroy 6 years from end of contract. N.B. The end of the contract is the actual end date (including extensions) and not the forecast end date recorded in the contract.
Minutes/papers of meetings	Destroy 6 years from end of contract. N.B. The end of the contract is the actual end date (including extensions) and not the forecast end date recorded in the contract.
Procurement Policy	
Procurement Policy	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Procurement Policy, precedent records (i.e. records considered useful for these purposes may be removed from other files and added to policy files)	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Code of Ethics (Procurement)	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Procurement Strategy	
Procurement Strategy	Submit for appraisal to the Parliamentary Archives 5 years after it has been superseded.
Procurement Strategy (development of)	Submit for appraisal to the Parliamentary Archives 5 years after it has been superseded.
Purchasing Procedures	
Desk Guide to the House of Commons Purchasing Procedures	Submit for appraisal to the Parliamentary Archives when superseded.
Procurement procedures (development of)	Submit for appraisal to the Parliamentary Archives when superseded.
Incoming Tenders	
Invitation to Tender, issuing of	Successful tenders should be kept for 6 years from the end of the contract. Unsuccessful tenders should be kept for 1 year following the award of contract. N.B. The end of the contract is the actual end date (including extensions) and not the forecast end date recorded in the contract.

Invitation to Tender, handling of incoming tenders	Successful tenders should be kept for 6 years from the end of the contract. Unsuccessful tenders should be kept for 1 year following the award of contract. N.B. The end of the contract is the actual end date (including extensions) and not the forecast end date recorded in the contract.
Suppliers, information on economic and financial standing	Successful tenders should be kept for 6 years from the end of the contract. Unsuccessful tenders should be kept for 1 year following the award of contract. N.B. The end of the contract is the actual end date (including extensions) and not the forecast end date recorded in the contract.
Suppliers, information on technical capacity	Successful tenders should be kept for 6 years from the end of the contract. Unsuccessful tenders should be kept for 1 year following the award of contract. N.B. The end of the contract is the actual end date (including extensions) and not the forecast end date recorded in the contract.
Suppliers, supplementary information	Successful tenders should be kept for 6 years from the end of the contract. Unsuccessful tenders should be kept for 1 year following the award of contract. N.B. The end of the contract is the actual end date (including extensions) and not the forecast end date recorded in the contract.
Tender evaluation summary	Successful tenders should be kept for 6 years from the end of the contract. Unsuccessful tenders should be kept for 1 year following the award of contract. N.B. The end of the contract is the actual end date (including extensions) and not the forecast end date recorded in the contract.
Tender acceptance and rejection letters	Successful tenders should be kept for 6 years from the end of the contract. Unsuccessful tenders should be kept for 1 year following the award of contract. N.B. The end of the contract is the actual end date (including extensions) and not the forecast end date recorded in the contract.
Initial Proposal (Tendering)	
Tender agreed specification	Destroy 6 years from end of contract, except draft specifications which can be destroyed once the specification has been agreed. N.B. The end of the contract is the actual end date (including extensions) and not the forecast date recorded in the contract.
Tender evaluation criteria	Destroy 6 years from end of contract, except draft specifications which can be destroyed once the specification has been agreed. N.B. The end of the contract is the actual end date (including extensions) and not the forecast date recorded in the contract.

Tender business case	Destroy 6 years from end of contract, except draft specifications which can be destroyed once the specification has been agreed. N.B. The end of the contract is the actual end date (including extensions) and not the forecast date recorded in the contract.
End user requirement	Destroy 6 years from end of contract, except draft specifications which can be destroyed once the specification has been agreed. N.B. The end of the contract is the actual end date (including extensions) and not the forecast date recorded in the contract.
Tender draft specification	Destroy 6 years from end of contract, except draft specifications which can be destroyed once the specification has been agreed. N.B. The end of the contract is the actual end date (including extensions) and not the forecast date recorded in the contract.
Management of Suppliers	
List of approved suppliers/supplier database	An active record, updated regularly.
Catalogues and/or price lists	An active record, updated regularly.
Selection of Suppliers Records	
Interest log	Destroy 1 year following the award of contract.
Statements of interest	Destroy 1 year following the award of contract.
Supplier questionnaires	Destroy 1 year following the award of contract.
Failed statements of interest	Destroy 1 year following the award of contract.
Tender	
Invitation to Tender	Destroy 6 years from end of contract. N.B. The end of the contract is the actual end date (including extensions) and not the forecast end date recorded in the contract. Bidders are entitled to ask for all copies of failed tenders to be returned to them. Returns of failed tenders should be documented.
Tender Evaluation	
Suppliers, information on economic and financial standing	Destroy 6 years from end of contract. N.B. The end of the contract is the actual end date (including extensions) and not the forecast end date recorded in the contract. N.B. It is not necessary to keep publicly available information on suppliers longer than needed for extracting information and making pre-selection assessments. If company accounts are retained, they should be held as reference material and not filed as records.

Suppliers, information on technical capacity	<p>Destroy 6 years from end of contract.</p> <p>N.B. The end of the contract is the actual end date (including extensions) and not the forecast end date recorded in the contract.</p> <p>N.B. It is not necessary to keep publicly available information on suppliers longer than needed for extracting information and making pre-selection assessments. If company accounts are retained, they should be held as reference material and not filed as records.</p>
Tender acceptance and rejection letters	<p>Destroy 6 years from end of contract.</p> <p>N.B. The end of the contract is the actual end date (including extensions) and not the forecast end date recorded in the contract.</p> <p>N.B. It is not necessary to keep publicly available information on suppliers longer than needed for extracting information and making pre-selection assessments. If company accounts are retained, they should be held as reference material and not filed as records.</p>
Tender evaluation criteria	<p>Destroy 6 years from end of contract.</p> <p>N.B. The end of the contract is the actual end date (including extensions) and not the forecast end date recorded in the contract.</p> <p>N.B. It is not necessary to keep publicly available information on suppliers longer than needed for extracting information and making pre-selection assessments. If company accounts are retained, they should be held as reference material and not filed as records.</p>
Suppliers, supplementary information	<p>Destroy 6 years from end of contract.</p> <p>N.B. The end of the contract is the actual end date (including extensions) and not the forecast end date recorded in the contract.</p> <p>N.B. It is not necessary to keep publicly available information on suppliers longer than needed for extracting information and making pre-selection assessments. If company accounts are retained, they should be held as reference material and not filed as records.</p>
Tender evaluation summary	<p>Destroy 6 years from end of contract.</p> <p>N.B. The end of the contract is the actual end date (including extensions) and not the forecast end date recorded in the contract.</p> <p>N.B. It is not necessary to keep publicly available information on suppliers longer than needed for extracting information and making pre-selection assessments. If company accounts are retained, they should be held as reference material and not filed as records.</p>

Property Management: Records relating to the management of working, storage or living space within Parliament's premises.	
Records	Disposal Instruction
Members' Accommodation	
Correspondence	Destroy 2 years after action completed.
Members' accommodation register	An active record, updated regularly.
Property Usage (routine)	
Correspondence	Destroy 2 years after action completed.
Lease Document	
Signed copies of lease document	Submit for appraisal to the Parliamentary Archives 6 years after termination of lease.
Signed copies of lease document	Submit for appraisal to the Parliamentary Archives 6 years after termination of lease.
Lease Negotiations	
Correspondence	Destroy 6 years following termination of lease.
Meeting Files	
Agenda	Destroy 3 years after action completed. N.B. if information is likely to be of use beyond 3 years, it should be added to a policy file.
Correspondence	Destroy 3 years after action completed. N.B. if information is likely to be of use beyond 3 years, it should be added to a policy file.
Minutes	Destroy 3 years after action completed. N.B. if information is likely to be of use beyond 3 years, it should be added to a policy file.
Property Management Policy	
Property Management Policy	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Property Management Policy, precedent records (i.e. records considered to be useful for these purposes may be removed from other files and added to policy files)	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Property Management Procedures	
Circulars	Master copy: Destroy 6 years after procedures are superseded.
Guidance	Master copy: Destroy 6 years after procedures are superseded.
Authorisation for After Hours Access	
Correspondence	Destroy 2 years after action completed.
Car Parking Applications	
Full application forms House of Commons/ House of Lords (on-site parking)	Destroy once car parking permit has been issued and details transferred to register (as below).
Full application forms House of Lords (off-site parking only, e.g. Abingdon Car Park)	Destroy 2 years after action completed.
Car Parking Permit Registers	
Register of car parking permits issued to employees, Members and other authorised individuals	An active record, updated regularly.

Key Registers

Key registers for access to secure areas within buildings/grounds on the Parliamentary Estate

Destroy 3 years after last action.

Public Relations: Records relating to the establishment of a rapport with the public, and the raising and maintaining of Parliament's broad public profile.

Records	Disposal Instruction
Correspondence (Celebrations)	
Routine correspondence	Destroy 1 year after event.
Substantive correspondence	Submit for appraisal to the Parliamentary Archives.
Press Cuttings (Celebrations)	
Press cuttings	Destroy when reference ceases.
Programmes (Celebrations)	
Programmes (inward and outward celebrations attended by Members or House staff)	Submit for appraisal to the Parliamentary Archives.
Speeches (Celebrations)	
Speeches (inward and outward celebrations)	Submit for appraisal to the Parliamentary Archives.
Customer Service Records	
Customer surveys	Destroy after results reported.
Feedback forms	Destroy after results reported.
Questionnaires	Destroy after results reported.
Distribution Records	
Statistics (raw data)	Destroy 1 year after publication.
Mailing / distribution lists	An active record, updated regularly.
Enquiry Records	
Correspondence including: <ul style="list-style-type: none"> • enquiries regarding publications • requests for publications 	Destroy 3 months after last action.
Administrative Arrangements (openings of exhibitions)	
Acceptances	Destroy 3 years after action completed.
Catering records	Destroy 3 years after action completed.
Correspondence	Destroy 3 years after action completed.
Guest lists	Destroy 3 years after action completed.
Invitations	Destroy 3 years after action completed.
Exhibition Artefacts	
Models (of major exhibitions)	Transfer to the Parliamentary Archives.
Exhibition Construction and Deconstruction	
Arrangements for the setting up of an exhibition, including: <ul style="list-style-type: none"> • correspondence with contractors • correspondence with other departments/offices • maps and plans 	Submit for appraisal to the Parliamentary Archives.
Exhibition Design	
Briefs	Submit for appraisal to the Parliamentary Archives.
Correspondence	Submit for appraisal to the Parliamentary Archives.
Promotional Material	
Routine correspondence	Destroy 3 years after action completed.
Design briefs	Submit for appraisal to the Parliamentary Archives.
Designs	Submit for appraisal to the Parliamentary Archives.

Promotional Material (including advertisements, brochures, posters, etc)	Submit for appraisal to the Parliamentary Archives.
Substantive correspondence	Submit for appraisal to the Parliamentary Archives.
Administrative Arrangements (social functions)	
Guest lists	Destroy 1 month after action completed.
Acceptances	Destroy 1 year after action completed.
Booking confirmation forms	Destroy 1 year after action completed.
Catering records	Destroy 1 year after action completed.
Correspondence	Destroy 1 year after action completed.
Invitations	Destroy 1 year after action completed.
Correspondence (greetings)	
Routine correspondence	Destroy 1 year after action completed.
Mailing lists (including Christmas cards)	An active record, updated regularly.
Substantive correspondence	Submit for appraisal to the Parliamentary Archives.
Promotional Material	
Routine correspondence	Destroy 3 years after action completed.
Briefs	Submit for appraisal to the Parliamentary Archives.
Designs	Submit for appraisal to the Parliamentary Archives.
Substantive correspondence	Submit for appraisal to the Parliamentary Archives.
Correspondence (media relations)	
Routine correspondence, including: <ul style="list-style-type: none"> • press cuttings • press launches, press conferences and invitations 	Destroy when reference ceases.
Substantive correspondence, including: <ul style="list-style-type: none"> • media releases • briefings 	Submit for appraisal to the Parliamentary Archives.
Requests for Filming and Photography	
Routine correspondence, including: <ul style="list-style-type: none"> • requests/permissions for filming or taking photographs in the Houses • bookings for filming of Member 	Destroy 1 year after last action.
Substantive correspondence, including: <ul style="list-style-type: none"> • requests regarding major programmes about either or both Houses 	Submit for appraisal to the Parliamentary Archives.
Meetings	
Agendas	Destroy 3 years after action completed. N.B. if information is likely to be of use beyond 3 years, it should be added to a policy file.
Correspondence	Destroy 3 years after action completed. N.B. if information is likely to be of use beyond 3 years, it should be added to a policy file.

Minutes	Destroy 3 years after action completed. N.B. if information is likely to be of use beyond 3 years, it should be added to a policy file.
Public Relations Policy	
Policy, precedent records (i.e. records considered to be useful for these purposes may be removed from other files and added to policy files)	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Policy relating to Public Relations	Submit for appraisal to the Parliamentary Archives when regular reference ceases.
Project Files (inclusive of projects abandoned or deferred)	
Project Initiation Documents (PIDs)	Submit for appraisal to the Parliamentary Archives when project finishes.
Business cases	Submit for appraisal to the Parliamentary Archives when project finishes.
Approval proposals	Submit for appraisal to the Parliamentary Archives when project finishes.
Disaster Plan	Submit for appraisal to the Parliamentary Archives when project finishes.
Programmes	Submit for appraisal to the Parliamentary Archives when project finishes.
Project Board meeting minutes, agendas and board papers	Submit for appraisal to the Parliamentary Archives when project finishes.
Feasibility studies	Submit for appraisal to the Parliamentary Archives when project finishes.
Surveys	Submit for appraisal to the Parliamentary Archives when project finishes.
Inspection reports	Submit for appraisal to the Parliamentary Archives when project finishes.
Correspondence	Submit for appraisal to the Parliamentary Archives when project finishes.
Project risk assessment	Submit for appraisal to the Parliamentary Archives when project finishes.
Reports	Submit for appraisal to the Parliamentary Archives when project finishes.
Production of Publications	
Design	Destroy once publication superseded.
Printing	Destroy once publication superseded.
Production / master copy	Destroy once publication superseded.
Orders / Print run	Destroy when reference ceases.
Publications (drafting)	
Drafts of publications, e.g. <ul style="list-style-type: none"> • Maps • Guides • Brochures • Web pages 	Destroy 1 year after publication or when publication superseded.
Research material	Destroy 1 year after publication or when publication superseded.
Correspondence	Destroy 1 year after publication or when publication superseded.
Visit Records (inward visitors)	
Routine correspondence	Destroy 1 year after action completed.
Substantive correspondence	Destroy 3 years after action completed.
Visitors' Register	An active record, updated regularly.

Scrutiny: Records relating to Parliament's scrutinising role carried out through the work of committees.	
Records	Disposal Instruction
Agenda	
Meeting agenda	Transfer to the Parliamentary Archives.
Attendance Lists	
Attendance lists (committee members)	Destroy copies once reference ceases; attendance lists are published in the formal minutes. N.B. master records are transferred to the Accountant's Office (House of Lords only).
Briefs (Chairman's) (House of Lords)	
Briefs prepared for the Chairman of the Committee	Destroy when reference ceases.
Briefs (House of Commons)	
Briefs of questions	Submit for appraisal to the Parliamentary Archives.
Chairman's notes	Submit for appraisal to the Parliamentary Archives.
Calls for Evidence (House of Lords)	
Calls for evidence	Transfer to the Parliamentary Archives.
Circulars	
Weekly bulletins (internal) Other ephemeral general notices (sent to committee members, Members, staff, etc.)	Destroy when reference ceases.
Circulation lists	
Circulation lists • lists of people to whom documents are circulated to • lists of documents being circulated	Destroy when reference ceases.
Contingent Liabilities Files (House of Commons – Public Accounts Committee)	
Correspondence (contingent liabilities)	Submit for appraisal to the Parliamentary Archives.

Committee Advisor Files (House of Lords)	
Background notes	Destroy 2 sessions after the end of the
Drafts of briefs	Destroy 2 sessions after the end of the
Correspondence	
Routine correspondence	Destroy when reference ceases.
<p>Substantive correspondence could include letters to or from:</p> <ul style="list-style-type: none"> • Chairman of the committee (including letters written to, by or on behalf of the Chairman to anyone) • Clerk of the committee (including letters written to, by or on behalf of the Clerk to anyone) • Legal advisers (including staff of the Clerks' Departments, Legal Services Office and Legal Adviser of the Joint Committee on Human Rights) • Members of the committee • Members of Parliament • Ministers • Other committees (e.g. 'overlap') • Government Departments and Non-Departmental Public Bodies / quangos / 'associated public bodies' and nationalised industries • Outside agencies (e.g. National Audit Office, councils, overseas parliaments) • Public • Specialist advisers (except letters of appointment (see 'Specialist Advisers')) • Witnesses 	Submit for appraisal to the Parliamentary Archives.
Declaration of Interest	
Declarations of Interest (pecuniary) for committee members	Destroy after details are published in the committee report, formal minutes and/or Minutes of Evidence, or Members' register.
Declarations of Interest (non-pecuniary) for committee members	Non-pecuniary interests, if declared, are normally recorded in the minutes and should be destroyed after publication.
Unpublished declarations of Interest (i.e. specialist advisers)	Transfer to the Parliamentary Archives any unpublished declarations of interest (i.e. specialist advisers).
Informal Notes (House of Commons)	
Informal notes (also called informal minutes) produced after each meeting	Transfer to the Parliamentary Archives.
Membership of the Committee	
Membership of the committee	Destroy after membership details are published in the committee report, minutes or sessional return.
Memoranda, reported and printed (House of Commons)	
<p>Written evidence supplied by:</p> <ul style="list-style-type: none"> • government departments or agencies • other, mainly private, sources 	Destroy 1 session after the end of the parliamentary session that the records relate to, or 1 year, whichever is longer.

Memoranda, reported but unprinted (House of Commons)	
Written evidence supplied by: <ul style="list-style-type: none"> • government departments or agencies • other, mainly private, sources 	Transfer immediately to the Parliamentary Archives.
Memoranda, unreported (House of Commons)	
Written evidence (connected with an inquiry) supplied by: <ul style="list-style-type: none"> • government departments or agencies (includes classified or sensitive evidence) • other, mainly private, sources 	Transfer to the Parliamentary Archives at end of the inquiry. Records classified as 'secret' documents should be returned to the originator (e.g. government department) at the end of the inquiry.
Minutes	
Minutes of meetings (unpublished)	Submit for appraisal to the Parliamentary Archives. N.B. Minutes published in reports should be destroyed when reference ceases.
Notes to the Public / Witness Lists	
Notes to the public / witness lists	Destroy once information is published.
Numbered Papers (House of Lords)	
Core papers circulated to committee members (and assigned a sequential number). Includes: <ul style="list-style-type: none"> • written evidence (published or unpublished) • Chairman's draft reports (also see below under 'Reports') • Discussion or briefing papers, prepared by staff or specialist advisers • Lines of questioning for witnesses 	Transfer to the Parliamentary Archives at end of the inquiry.
Press Cuttings (House of Commons) (see Unnumbered papers for House of Lords press cuttings)	
Press cuttings	Destroy when reference ceases. N.B. Summaries of press coverage circulated as a memo to the committee should be treated as unnumbered papers in the House of Lords.
Press Notices / Releases	
Press notices / releases	Destroy when reference ceases. N.B. In exceptional cases where a press notice is substantive, submit to the Parliamentary Archives for appraisal.
Production of Committee Publications (e.g. committee reports) (House of Commons)	
Correction files (containing printing errors and drafts of materials to be published)	Destroy 1 session after the end of the parliamentary session that the records relate to, or 1 year, whichever is longer.
Proofs of evidence	Destroy 1 session after the end of the parliamentary session that the records relate to, or 1 year, whichever is longer.
Progress reports (House of Commons)	

Progress reports on committee activities (circulated within committee)	Destroy when reference ceases.
Commons office-wide progress report	Destroy when reference ceases.

Reports	
Reports (House of Commons)	Destroy all other drafts 1 session after the end of the parliamentary session that the records relate to, or 1 year, whichever is longer.
Reports (any draft considered by the committee which differs significantly from the published text (House of Commons))	Transfer to the Parliamentary Archives.
Lists of amendments	Destroy after draft reports superseded. N.B. Where significant report amendment lists include important text not published in either the report or the formal minutes, submit list to the Parliamentary Archives for appraisal.
Reports (uncirculated drafts (House of Lords))	Destroy uncirculated drafts after publication of the committee's report.
Reports (considered formally by the committee)(House of Lords)	Transfer to the Parliamentary Archives any draft considered formally by the committee.
Specialist Advisers	
Interview notes	Destroy 1 year after action completed.
Security clearance renewals (e.g. renewal form)	Destroy 1 year after receipt of application.
Security criminal record checks	Destroy 3 months after action completed.
Medical certificates	Destroy 4 years after expiry of certificate.
Health declarations	Destroy 40 years after termination of employment.
Security clearance checks (e.g. full application form)	Destroy 5 years after receipt of application.
Security criminal record checks (security clearance refused)	If security clearance refused, retain information for as long as required.
Appointment letter (including fees in individual case)	Transfer to the Parliamentary Archives.
Curriculum vitae	Transfer to the Parliamentary Archives.
Statistics	
Statistics on committee activities	Destroy once sessional return produced unless required for reference purposes (retain for no more than 10 years).
Transcripts	
Corrected transcripts (House of Commons)	Destroy 1 session after the end of the parliamentary session that the records relate to, or 1 year, whichever is longer. N.B. records which document a substantial dispute between a witness and the committee regarding oral evidence should be transferred to the Parliamentary Archives for appraisal decision. Uncorrected transcripts function as working papers and should be destroyed after publication.

Corrected transcripts (House of Lords)	Destroy after publication. N.B. records which document a substantial dispute between a witness and the committee regarding oral evidence should be transferred to the Parliamentary Archives for appraisal decision. Uncorrected transcripts function as working papers and should be destroyed after publication.
Classified oral evidence (unreported)	Transfer to the Parliamentary Archives.
Unnumbered Papers (House of Lords)	
Material published elsewhere (e.g. extracts from Hansard)	Destroy after end of the inquiry.
Press cuttings	Destroy after end of the inquiry.
Precedent Files	
Correspondence	Submit for appraisal to the Parliamentary Archives.
Notes	Submit for appraisal to the Parliamentary Archives.
Visit Records	
Administrative arrangements (non accounting) • Accommodation and travel bookings for committee members	Destroy 1 year after action completed.
Briefing pack	Submit for appraisal to the Parliamentary Archives.
Notes of meetings and other visit activities	Submit for appraisal to the Parliamentary Archives.