



## Amendments to the ASSET MANAGEMENT volume of the Authorised Records Disposal Practice relevant to the House of Commons

### Acquisition Keyword 2

**Archives and Library Materials** *Keyword 3:* Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Confirmation of receipt</li> <li>Correspondence</li> </ul>	Transfer to the Parliamentary Archives when action completed.  <u>Reason:</u> historical value

**Art and Objects** *Keyword 3:* Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
Purchases <ul style="list-style-type: none"> <li>Confirmation of receipt</li> <li>Correspondence</li> <li>Quotation</li> </ul>	Transfer to the Parliamentary Archives when action completed.  <u>Reason:</u> historical value
Donations and Gifts <ul style="list-style-type: none"> <li>Correspondence</li> </ul>	

**Buildings** *Keyword 3:* Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
Purchases <ul style="list-style-type: none"> <li>Correspondence</li> </ul>	Destroy 6 years after disposal of property/termination of lease.  <u>Reason:</u> Limitation Act
Leases <ul style="list-style-type: none"> <li>Lease document</li> <li>Correspondence</li> </ul>	

**Equipment** *Keyword 3:* Disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
Purchase details <ul style="list-style-type: none"> <li>Correspondence</li> <li>Goods received note</li> <li>Orders</li> <li>Quotation</li> <li>Quotation requests</li> <li>Running order</li> </ul>	Destroy 6 years after end of financial year in which action completed.  <u>Reason:</u> National Audit Office / Inland Revenue advice
Supplier Information <ul style="list-style-type: none"> <li>Equipment specifications</li> <li>Supplier price list</li> </ul>	



**Allocation** *Keyword 2*

**Archives and Library Materials** *Keyword 3: Disposal instructions amended*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Loan agreement form</li> <li>• Terms and conditions</li> <li>• Correspondence</li> <li>• Shipping record</li> <li>• Final condition report</li> <li>• Damage report</li> </ul>	<p>Transfer to the Parliamentary Archives when loan completed.</p> <p><u>Reason:</u> historical value</p>
<ul style="list-style-type: none"> <li>• Loans register</li> </ul>	<p>An active record, updated regularly. If register is superseded/becomes obsolete/redundant, transfer to the Parliamentary Archives.</p> <p><u>Reason:</u> reference use</p>

**Art and Objects** *Keyword 3: Disposal instructions amended*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Loan agreement form</li> <li>• Terms and conditions</li> <li>• Correspondence</li> <li>• Shipping record</li> <li>• Final condition report</li> <li>• Damage report</li> </ul>	<p>Transfer to the Parliamentary Archives when loan completed.</p> <p><u>Reason:</u> historical value</p>
<p>Tracking:</p> <ul style="list-style-type: none"> <li>• Movement form</li> <li>• Correspondence</li> </ul>	<p>Destroy 5 years after move completed.</p> <p><u>Reason:</u> reference use</p>

**Equipment** *Keyword 3: Sample records and disposal instruction added*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Computing request</li> <li>• Correspondence</li> <li>• Office equipment request</li> </ul>	<p>Destroy 7 years after request completed.</p> <p><u>Reason:</u> reference use</p>
<ul style="list-style-type: none"> <li>• Tracking Register</li> </ul>	<p>An active record, updated regularly. If register is superseded/becomes obsolete/redundant, destroy 5 years after last entry.</p> <p><u>Reason:</u> reference use</p>

**Asset Register** *Keyword 2*

**Catalogues** *Keyword 3: Disposal instruction amended*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Archive catalogue</li> <li>• Library catalogue</li> </ul>	<p>An active record, updated regularly. If catalogue is superseded/becomes obsolete/redundant, destroy 5 years after last entry.</p> <p><u>Reason:</u> reference use</p>



Asset Register *(continued)*

Register *Keyword 3*: Disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Asset register</li> </ul>	<p>An active record, updated regularly. If register is superseded/becomes obsolete/redundant, destroy 6 years after last entry.</p> <p><u>Reason</u>: reference use</p>

Supporting Documentation *Keyword 3*: Disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Valuation</li> <li>Correspondence</li> </ul>	<p>Destroy 6 years after end of financial year in which action completed.</p> <p><u>Reason</u>: reference use, business need</p>

Boards and Groups *Keyword 2* (Supersedes *Keyword 2 Meetings*): Disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Agenda</li> <li>Correspondence</li> <li>Minutes</li> <li>Reports</li> </ul>	<p>Destroy 5 years after end of year records relate to.</p> <p><u>Reason</u>: reference use</p>

Compliance *Keyword 2*

Certification *Keyword 3* Disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<p>Certificates</p> <ul style="list-style-type: none"> <li>Fire alarm</li> <li>Fire equipment</li> <li>Pressure</li> <li>Lifting equipment</li> <li>Passenger / goods lift</li> <li>Emergency lighting</li> <li>Ventilation equipment</li> <li>Boiler</li> </ul>	<p>Destroy 1 year after the certificate is superseded or building disposed of, whichever is sooner.</p> <p><u>Reason</u>: Fire Precautions Act 1971; Building Regulations 2000.</p>

Application *Keyword 3*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Planning application</li> <li>Building regulations application</li> </ul>	<p>Transfer to the Parliamentary Archives when decision on application is made.</p> <p><u>Reason</u>: Building Regulations 2000.</p>



**Conservation** *Keyword 2:* Sample records added and disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Condition Survey report</li><li>• Conservation plan</li><li>• List of materials sent for conservation action or non-routine library binding</li><li>• Photographs</li><li>• Preservation survey</li><li>• Treatment report</li></ul>	Transfer to the Parliamentary Archives when action completed. <u>Reason:</u> potential historical value

**Disposal** *Keyword 2*

**Archives and Library Materials** *Keyword 3:* Disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Correspondence</li></ul>	Destroy 6 years after action completed. <u>Reason:</u> reference use

**Art and Objects** *Keyword 3:* Sample Records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
Auction <ul style="list-style-type: none"><li>• Correspondence</li><li>• Auction records</li></ul>	Destroy 6 years after action completed. <u>Reason:</u> Limitation Act 1980
Register <ul style="list-style-type: none"><li>• Redundant furniture and fittings list</li></ul>	

**Buildings** *Keyword 3:* Disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Correspondence</li><li>• Report</li><li>• Survey</li><li>• Valuation</li></ul>	Transfer to the Parliamentary Archives. <u>Reason:</u> reference use

**Equipment** *Keyword 3:* Disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Records of equipment no longer fit for purpose</li><li>• Tip consignment</li><li>• Tip receipt</li></ul>	Destroy 6 years after action completed. <u>Reason:</u> reference use



Disposal (*continued*)

**Lost Property** *Keyword 3:* Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Correspondence</li><li>• Dockets</li></ul>	Destroy 1 year after action completed. <u>Reason:</u> reference use
<ul style="list-style-type: none"><li>• Lost property database entries</li></ul>	Destroy entries over 1 year old. <u>Reason:</u> reference use

**Insurance** *Keyword 2:* Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Correspondence</li><li>• Policy document</li><li>• Policy renewal notice</li></ul>	Destroy 6 years after end of financial year in which policy expires. <u>Reason:</u> reference use

**Intellectual Property** *Keyword 2:* Sample records and disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Copyright declaration forms (signed)</li><li>• Correspondence</li><li>• Reproduction rights</li></ul>	Destroy 6 years after end of year records relate to. <u>Reason:</u> Limitation Act 1980

**Inventory** *Keyword 2:* Sample records and disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Archives inventory</li><li>• Historic furniture inventory</li><li>• Works of art inventory</li></ul>	An active record, updated regularly. If register is superseded/becomes obsolete/redundant, transfer to the Parliamentary Archives. <u>Reason:</u> historical value
<ul style="list-style-type: none"><li>• Equipment inventory</li></ul>	An active record, updated regularly. If register is superseded/becomes obsolete/redundant, destroy 5 years after last entry. <u>Reason:</u> reference use



**Maintenance** *Keyword 2:* Disposal instructions amended

**Routine Maintenance** *Keyword 3:* Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Maintenance request</li> <li>Minor works feasibility study</li> <li>Repair report</li> </ul>	Destroy 6 years after maintenance job completed. <u>Reason:</u> reference use

**Specialist Maintenance** *Keyword 3:* Disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
Specialist maintenance: <ul style="list-style-type: none"> <li>Correspondence</li> <li>Maintenance application and approval (from English Heritage, Westminster Council, etc.)</li> <li>Report</li> </ul>	Transfer to the Parliamentary Archives when maintenance completed. <u>Reason:</u> potential historical value

**Warranties** *Keyword 3:* Disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Warranty document</li> </ul>	Destroy 1 year after end of warranty. <u>Reason:</u> reference use

**Monitoring** *New Keyword 2 (Supersedes Keyword 2s Evaluation and Inspections):* Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
Environmental Monitoring <ul style="list-style-type: none"> <li>Routine readings/measurements</li> </ul>	Destroy 6 years after end of year records relate to. <u>Reason:</u> reference use
Equipment/furniture requirements evaluation <ul style="list-style-type: none"> <li>Evaluation of requirements</li> <li>Justification of decision</li> <li>Specification</li> </ul>	Destroy 6 years after evaluation exercise completed. <u>Reason:</u> Limitation Act 1980; Public Works Contracts Regulations 1991; Public Services Contracts Regulations 1993; Public Supply Contracts Regulations 1995
Routine Inspections <ul style="list-style-type: none"> <li>Report</li> <li>Correspondence</li> </ul>	Destroy 6 years after inspection completed. <u>Reason:</u> Limitation Act 1980
Specialist Inspections <ul style="list-style-type: none"> <li>Environmental survey (site specific)</li> </ul>	Transfer to the Parliamentary Archives when survey completed. <u>Reason:</u> historical value



**Policy Making** *Keyword 2:* Sample records added and disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Correspondence</li> <li>• Policy</li> <li>• Working papers</li> </ul>	Transfer to the Parliamentary Archives when policy superseded.  <u>Reason:</u> historical value

**Procedures and Guidance** *Keyword 2:* Disposal instructions amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Furniture Standards Book</li> <li>• Manual</li> <li>• Handbook</li> <li>• Directives</li> <li>• Departmental procedures</li> </ul>	Destroy 5 years after procedures superseded/become obsolete. .  <u>Reason:</u> reference use

**Programme Management** *Keyword 2:* Sample records and disposal instructions added:

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
Programme Board papers, including but not limited to: <ul style="list-style-type: none"> <li>• Board papers</li> <li>• Business case</li> <li>• Business case review</li> <li>• Closure report</li> <li>• Inspection reports</li> <li>• Lessons learned document</li> <li>• Minutes</li> <li>• Project Brief</li> <li>• Project Implementation Document</li> </ul>	Transfer to the Parliamentary Archives when programme completed.  <u>Reason:</u> historical value
<ul style="list-style-type: none"> <li>• Actions and decisions process</li> <li>• Activities and overview</li> <li>• Approval proposals</li> <li>• Assumptions log</li> <li>• Baseline report</li> <li>• Benefits management strategy</li> <li>• Benefits realisation plan</li> <li>• Benefits register</li> <li>• Budget records</li> <li>• Business analysis plan</li> <li>• Change Management documentation</li> <li>• Communications plan</li> <li>• Correspondence</li> <li>• Gateway review</li> <li>• Guides and procedures</li> <li>• Feasibility studies</li> <li>• Formal review report</li> </ul>	Destroy 6 years after programme completed.  <u>Reason:</u> Limitation Act 1980, business need  <b>N.B.</b> A building programme/project completion date occurs following completion of all actual works, inspections, resolution of outstanding issues and required remedial work, final sign off and post project evaluation, not the forecast end date recorded in the relevant contract.  <b>N.B.</b> For construction contracts signed under seal, records must be retained for 12 years after programme completed. Record Officer to notify Records Management team when retention period requires amending to 12 years for contracts under seal.



Programme Management *(continued)*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Highlight Report</li> <li>• Implementation plan</li> <li>• Inspection reports</li> <li>• Issues and risks processes</li> <li>• Maps, plans, drawings</li> <li>• Meeting papers</li> <li>• Photographs</li> <li>• Process analysis and design</li> <li>• Programme plan</li> <li>• Project plan</li> <li>• Response to review recommendations</li> <li>• Roles and Responsibilities</li> <li>• Stakeholder details</li> <li>• Surveys</li> <li>• Terms of Reference</li> </ul>	<p>Destroy 6 years after programme completed.</p> <p><u>Reason:</u> Limitation Act 1980, business need</p> <p><b>N.B.</b> A building programme/project completion date occurs following completion of all actual works, inspections, resolution of outstanding issues and required remedial work, final sign off and post project evaluation, not the forecast end date recorded in the relevant contract.</p> <p><b>N.B.</b> For construction contracts signed under seal, records must be retained for 12 years after programme completed. Record Officer to notify Records Management team when retention period requires amending to 12 years for contracts under seal.</p>

Risk Management *Keyword 2*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<p>Plans</p> <ul style="list-style-type: none"> <li>• Disaster plan</li> <li>• Salvage plan</li> </ul>	<p>Destroy 7 years after plan/register is superseded.</p> <p><u>Reason:</u> reference use</p>
<p>Registers</p> <ul style="list-style-type: none"> <li>• Risk register</li> </ul>	



## Amendments to the BUSINESS OF THE HOUSE volume of the Authorised Records Disposal Practice relevant to the House of Commons

**Advice** *Keyword 2:* Sample records added and disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Advice to the Chair</li> <li>• Correspondence</li> <li>• Internal Memos</li> </ul>	<p>Review 5 years after last action. Destroy immediately after review.</p> <p><u>Reason:</u> reference use</p> <p><b>N.B.</b> Review records prior to destruction. Information of business value beyond 5 years should be moved to a precedent file.</p>

**Boards and Groups** *New Keyword 2:* Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Agenda</li> <li>• Circulated papers</li> <li>• Correspondence</li> <li>• Minutes</li> <li>• Circulation lists</li> </ul>	<p>Review 5 years after end of year in which meeting held. Transfer to the Parliamentary Archives immediately after review.</p> <p><u>Reason:</u> historical value</p> <p><b>N.B.</b> Review records prior to destruction. Information of business value beyond 5 years should be moved to a precedent file.</p>

**Business Management** *Keyword 2:* Sample records added and disposal instructions amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Laid Papers</li> <li>• Unprinted papers (Commons)</li> </ul>	<p>Transfer to the Parliamentary Archives at end of session.</p> <p><u>Reason:</u> historical value</p> <p><b>N.B.</b> Copies of bills and papers that are ordered to be printed should not be included in Laid Papers transferred to the Archives.</p>



Business Management *Keyword 2*: Sample records added and disposal instructions amended (continued)

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Government Frontbench Briefs</li> <li>• Grand Committee Briefs</li> <li>• Lord Speaker's Brief</li> <li>• Speaker's Brief</li> </ul>	<p>Destroy at end of Parliament after the Parliament the records relate to.</p> <p><u>Reason</u>: reference use</p> <p><b>N.B.</b> Review records prior to destruction. Information of business value beyond end of Parliament after the Parliament the records relate to should be moved to a precedent file.</p>
<p>Motions</p> <ul style="list-style-type: none"> <li>• Correspondence</li> <li>• Drafts</li> <li>• Notes</li> </ul>	<p>Review at end of session. Destroy immediately after review.</p> <p><u>Reason</u>: reference use</p> <p><b>N.B.</b> Review records prior to destruction. Information of business value beyond end of session should be moved to a precedent file.</p>
<p>Questions</p> <ul style="list-style-type: none"> <li>• Correspondence</li> <li>• Drafts</li> <li>• Notes</li> </ul>	<p>Review at end of session. Destroy immediately after review.</p> <p><u>Reason</u>: reference use</p> <p><b>N.B.</b> Review records prior to destruction. Information of business value beyond end of session should be moved to a precedent file.</p>
<ul style="list-style-type: none"> <li>• Today's Business</li> <li>• Future Business</li> <li>• Tabled Business</li> <li>• Early Day Motions</li> <li>• European Documents</li> <li>• Public Bill lists</li> <li>• Records of Members called to speak in a debate</li> </ul>	<p>Review at end of session. Destroy immediately after review.</p> <p><u>Reason</u>: reference use</p> <p><b>N.B.</b> Review records prior to destruction or deletion and transfer/export indexes to summary file.</p>
<ul style="list-style-type: none"> <li>• Vote bundle summary</li> </ul>	<p>An active document, updated regularly. If summary is superseded/becomes obsolete/redundant, destroy 1 year after last action.</p> <p><u>Reason</u>: reference use</p>
<ul style="list-style-type: none"> <li>• Humble Addresses</li> </ul>	<p>Transfer to the Parliamentary Archives at end of session records relate to.</p> <p><u>Reason</u>: historical value</p>



**Committees** *Keyword 2:* Disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Agenda</li> <li>• Circulated papers</li> <li>• Briefs</li> <li>• Chairman's notes</li> <li>• Correspondence</li> <li>• Minutes</li> <li>• Memoranda</li> <li>• Press notices / releases</li> <li>• Correction files</li> <li>• Committee reports</li> <li>• Statistics (committee activities)</li> </ul>	<p>Review 5 years after end of session. Transfer to the Parliamentary Archives immediately after review.</p> <p><u>Reason:</u> historical value</p> <p><b>N.B.</b> Review records prior to transfer or export and destroy/delete published material and routine records.</p>

**Debates** *New Keyword 2:* Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Backbench Business Committee selection papers</li> <li>• Adjournment and Westminster Hall debates ballot papers</li> <li>• Applications</li> </ul>	<p>Destroy at end of session to which records relate.</p> <p><u>Reason:</u> reference use</p>

**Elections** *Keyword 2:* Sample records added and disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Approval</li> <li>• Ballot papers</li> <li>• Correspondence</li> <li>• Informal meeting notes</li> <li>• Notices giving details of an election or by-election</li> </ul>	<p>Review once election completed. Transfer to the Parliamentary Archives immediately after review.</p> <p><u>Reason:</u> historical value</p> <p><b>N.B.</b> Review records prior to transfer or export and destroy/delete published material and routine records.</p> <p><b>N.B.</b> Results slips are transferred to the Crown Office</p>



**Membership** *New Keyword 2: Sample records and disposal instruction added*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>Parliamentary Election Return Book</li></ul>	Transfer to the Parliamentary Archives at end of Parliament.  <u>Reason:</u> historical value
<ul style="list-style-type: none"><li>Writ of Summons</li></ul>	Transfer to the Parliamentary Archives at end of Parliament.  <u>Reason:</u> historical value
<ul style="list-style-type: none"><li>Advice</li><li>Correspondence</li></ul>	Destroy 1 year after end of Parliament.  <u>Reason:</u> reference use  <b>N.B.</b> If information has continuing business value beyond 1 year after end of Parliament, it should be added to a precedent file.
<ul style="list-style-type: none"><li>Seniority List</li></ul>	An active document, updated regularly. If list is superseded/becomes obsolete, destroy 1 year after last action.  <u>Reason:</u> reference use

**Minuting** *Keyword 2*

**Journal** *Keyword 3: Sample records and disposal instruction added*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>Correspondence</li></ul>	Destroy once Journal volume is published.  <u>Reason:</u> reference use
<ul style="list-style-type: none"><li>Draft minutes</li></ul>	Destroy at the end of session.  <u>Reason:</u> reference use
<ul style="list-style-type: none"><li>Minute book pages</li></ul>	Transfer to the Parliamentary Archives at the end of session.  <u>Reason:</u> historical value

**Divisions** *Keyword 3: Disposal instruction amended*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>Division lists</li></ul>	Destroy 5 years after end of session.  <u>Reason:</u> reference use
<ul style="list-style-type: none"><li>Division (vote) slips</li></ul>	Destroy one year after creation.  <u>Reason:</u> reference use



Minuting (*continued*)

*Messages Keyword 3: Disposal instruction amended*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Messages from one chamber to the other</li> </ul>	Transfer to the Parliamentary Archives at end of session.  <u>Reason:</u> historical value
<ul style="list-style-type: none"> <li>Drafts</li> </ul>	Destroy at end of session.  <u>Reason:</u> reference use  <b>N.B.</b> If information is likely to be of use beyond the end of the session, it should be added to a precedent file.

*Parliamentary Procedure Keyword 2: Sample records added and disposal instruction amended*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
Precedent files: <ul style="list-style-type: none"> <li>Correspondence</li> <li>Notes</li> <li>Running files</li> <li>Correspondence</li> <li>Notes</li> <li>Standing Order</li> </ul>	Transfer to the Parliamentary Archives 5 years after last action.  <u>Reason:</u> potential historical value  <b>N.B.</b> Review records prior to transfer or export and destroy/delete published material e.g. extracts from Hansard.
<ul style="list-style-type: none"> <li>Erskine May drafts</li> <li>Standing Orders</li> <li>Companion to Standing Orders</li> </ul>	Destroy once next edition is published.  <u>Reason:</u> reference use; historical value

*Parliamentary Questions New Keyword 2: Sample records added and disposal instruction amended*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Response to Parliamentary Questions</li> </ul>	Destroy 5 years after end of session.  <u>Reason:</u> reference use

*Procedures and Guidance Keyword 2 (Keyword 2 added) Sample records and disposal instruction added*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Consultation papers</li> <li>Manuals, instructions, style guides and other guidance</li> <li>Proposals</li> </ul>	Review when procedure/guidance superseded. Transfer to the Parliamentary Archives immediately after review.  <u>Reason:</u> historical value  <b>N.B.</b> Review records prior to transfer or export and destroy/delete published material and routine records.



Public Petitions *Keyword 2: Disposal instruction amended*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>Public Petitions</li></ul>	<p>Transfer to the Parliamentary Archives at end of session.</p> <p><u>Reason:</u> historical value</p> <p>Transfer the original petition (not including the added names) to the Parliamentary Archives. Destroy the remaining petition (added names) after 1 year.</p>
<ul style="list-style-type: none"><li>Correspondence</li></ul>	<p>Destroy 1 year after end of session.</p> <p><u>Reason:</u> reference use</p> <p><b>N.B.</b> If information is likely to be of use beyond the session it relates to, it should be added to a precedent file.</p>

Statistics *Keyword 2 (Keyword 2 added) Sample records and disposal instruction added*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>Published Statistics</li><li>Statistics on Members called to speak in a debate</li><li>Attendance statistics</li><li>Voting statistics</li><li>Sessional Diary</li></ul>	<p>Destroy 1 month after statistics published.</p> <p><u>Reason:</u> reference use</p> <p><b>N.B.</b> Review records prior to destruction or deletion and transfer/export any unpublished statistics.</p>
<ul style="list-style-type: none"><li>Statistics produced to answer queries</li></ul>	<p>Destroy 1 month after query answered.</p> <p><u>Reason:</u> reference use</p>



## Amendments to the CEREMONIAL volume of the Authorised Records Disposal Practice relevant to the House of Commons

### Ceremonies *Keyword 2*

**Dissolution** *Keyword 3*: Sample records added and disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Admission card</li><li>• Agenda</li><li>• Allocation of tickets</li><li>• Ballots</li><li>• Correspondence</li><li>• Invitations</li><li>• Minutes</li><li>• Seating (Chamber, Galleries etc)</li><li>• Security</li><li>• Timetable</li></ul>	Destroy 5 years after ceremony completed. <u>Reason</u> : reference use

**Introduction of New Members to the House** *Keyword 3*: Sample records added and disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Admission card</li><li>• Agenda</li><li>• Allocation of tickets</li><li>• Ballots</li><li>• Correspondence</li><li>• Invitations</li><li>• Minutes</li><li>• Seating (Chamber, Galleries etc)</li><li>• Security</li><li>• Timetable</li></ul>	Destroy 5 years after ceremony completed. <u>Reason</u> : reference use

**Lord Chancellor's Breakfast** *Keyword 3*: Sample records added and disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Admission card</li><li>• Agenda</li><li>• Allocation of tickets</li><li>• Ballots</li><li>• Correspondence</li><li>• Invitations</li><li>• Minutes</li><li>• Seating (Chamber, Galleries etc)</li><li>• Security</li><li>• Timetable</li></ul>	Destroy 5 years after ceremony completed. <u>Reason</u> : reference use



Ceremonies *(continued)*

**Lord Speaker's and Speaker's Procession** *Keyword 3:* Sample records added and disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Admission card</li> <li>• Agenda</li> <li>• Allocation of tickets</li> <li>• Ballots</li> <li>• Correspondence</li> <li>• Invitations</li> <li>• Minutes</li> <li>• Seating (Chamber, Galleries etc)</li> <li>• Security</li> <li>• Timetable</li> </ul>	Destroy 5 years after ceremony completed. <u>Reason:</u> reference use

**Lying In State (Operation Marquee)** *Keyword 3:* Sample records added and disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Agenda</li> <li>• Correspondence</li> <li>• Minutes</li> <li>• Security papers</li> </ul>	Transfer to the Parliamentary Archives when ceremony completed. <u>Reason:</u> historical value

**Prorogation** *Keyword 3:* Sample records added and disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Admission card</li> <li>• Agenda</li> <li>• Allocation of tickets</li> <li>• Ballots</li> <li>• Correspondence</li> <li>• Invitations</li> <li>• Minutes</li> <li>• Seating (Chamber, Galleries etc)</li> <li>• Security</li> <li>• Timetable</li> </ul>	Destroy 5 years after ceremony completed. <u>Reason:</u> reference use
<ul style="list-style-type: none"> <li>• Official Statement</li> </ul>	Transfer one copy to the Parliamentary Archives after ceremony completed. <u>Reason:</u> historical value





Ceremonies (*continued*)

**Silk Ceremonies** *Keyword 3: Sample records added and disposal instruction amended*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Admission card</li><li>• Agenda</li><li>• Allocation of tickets</li><li>• Ballots</li><li>• Correspondence</li><li>• Invitations</li><li>• Minutes</li><li>• Seating (Chamber, Galleries etc)</li><li>• Security</li><li>• Timetable</li></ul>	Destroy 5 years after ceremony completed.  <u>Reason:</u> reference use

**State Opening of Parliament** *Keyword 3: Sample records added and disposal instruction amended*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Admission cards</li><li>• Agenda and Minutes</li><li>• Allocation of tickets</li><li>• Ballots</li><li>• Correspondence</li><li>• Guest list</li><li>• Invitations</li><li>• Camera locations</li><li>• Car parking permits</li><li>• Doorkeepers' folder</li><li>• Passes</li><li>• Scouts</li><li>• Checklists</li><li>• Timetable</li><li>• Press release</li><li>• Press and TV coverage / relations</li><li>• Briefs</li><li>• Security Plans and Timings</li></ul>	Destroy 5 years after ceremony completed.  <u>Reason:</u> reference use

**State Visits** *Keyword 3: Disposal instructions and sample records amended*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Admission card</li><li>• Agenda</li><li>• Allocation of tickets</li><li>• Correspondence</li><li>• Invitations</li><li>• Minutes</li><li>• Seating (Chamber Galleries etc)</li><li>• Timetable</li><li>• Security plans</li></ul>	Destroy 5 years after last access.  <u>Reason:</u> reference use  <b>N.B.</b> If information is likely to be of use beyond 5 years, it should be added to a policy or procedure file.



**Policy Making** *Keyword 2:* Sample records and disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Final policy document</li><li>• Working documents</li><li>• Precedent file</li></ul>	Transfer to the Parliamentary Archives when policy superseded/becomes obsolete.  <u>Reason:</u> historical value

**Procedures and Guidance** *Keyword 2:* Sample records and disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Ceremonial procedures</li><li>• Operation Marquee manual</li><li>• Guards of Honour / Search of Vaults</li><li>• Uniform guidelines</li></ul>	Transfer to the Parliamentary Archives when procedures superseded/becomes obsolete.  <u>Reason:</u> historical value

**Project Management** *Keyword 2:* Sample records added and disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Activity route map</li><li>• Correspondence</li><li>• Highlight report</li><li>• Maps, plans, drawings</li><li>• Meeting papers</li><li>• Photographs</li><li>• Project Brief</li><li>• Project issues log</li><li>• Project plan</li><li>• Project risk log</li><li>• Risk assessment</li></ul>	Destroy 5 years after project completed.  <u>Reason:</u> reference use



## Amendments to the CORPORATE GOVERNANCE volume of the Authorised Records Disposal Practice relevant to the House of Commons

**Agreements** *Keyword 2* (New Keyword 2): sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Service level agreements</li> </ul>	Destroy 1 year after agreement ceases. <u>Reason:</u> reference use

**Audit** *Keyword 2*: Disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
Internal Audit <ul style="list-style-type: none"> <li>Charter</li> <li>Correspondence</li> <li>Final report</li> <li>Interview notes</li> <li>Programme</li> <li>Status report</li> <li>Working papers</li> </ul>	Destroy 7 years after last action. <u>Reason:</u> reference use

**Boards and Groups** *Keyword 2* (Supersedes Keyword 2 *Meetings*): Sample records added and disposal instructions amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Agenda</li> <li>Circulated papers</li> <li>Correspondence</li> <li>Minutes</li> </ul>	Transfer to the Parliamentary Archives at end of year records relate to.  <u>Reason:</u> historical value  <b>N.B.</b> Review records prior to transfer to Archives and delete/destroy any published material and routine correspondence

**Business Planning** *Keyword 2* (New Keyword 2): Sample records and disposal instructions added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Corporate Plan</li> <li>Strategic Plan</li> <li>Working papers</li> <li>Correspondence</li> </ul>	Transfer to the Parliamentary Archives when plan finalised. <u>Reason:</u> historical value
<ul style="list-style-type: none"> <li>Departmental Business Plan</li> <li>Working papers</li> <li>Correspondence</li> </ul>	Destroy 7 years after end of year in which plan finalised. <u>Reason:</u> reference use



**Committees** *Keyword 2: Disposal instruction amended*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Agenda</li><li>• Briefs</li><li>• Chairman's notes</li><li>• Correspondence</li><li>• Report</li><li>• Informal Notes</li><li>• Memoranda</li><li>• Minutes</li><li>• Numbered papers (House of Lords)</li><li>• Circulation list</li></ul>	Transfer to the Parliamentary Archives when action completed. <u>Reason:</u> historical value

**Organisational Development** *Keyword 2: New Keyword 2*

*Restructures* *Keyword 3: Sample records and disposal instruction added*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Correspondence</li><li>• Report</li><li>• Working papers</li></ul>	Destroy 10 years after restructure completed. <u>Reason:</u> reference use

*Reviews* *Keyword 3: Sample records and disposal instruction added*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Assessments</li><li>• Correspondence</li><li>• Report</li><li>• Notes</li></ul>	Transfer to Parliamentary Archives when review completed. <u>Reason:</u> historical value

**Parliamentary Questions** *Keyword 2: Sample records and disposal instruction amended*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Responses to Parliamentary Questions</li></ul>	Destroy 5 year after last access. <u>Reason:</u> reference use



**Performance Management** *Keyword 2* (New Keyword 2): Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Balance scorecard</li><li>• Correspondence</li><li>• Data collection sheets</li><li>• Investors In People assessment</li><li>• Investors In People report</li><li>• Investors In People preparation papers</li><li>• Investors In People review</li><li>• Monthly activity reports</li><li>• Statistics</li><li>• Trend analysis</li></ul>	Destroy 5 years after action completed. <u>Reason:</u> reference use

**Planning and Strategy** *Keyword 2*: Sample records and disposal instructions added.

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Agenda</li><li>• Minutes</li><li>• Team/department forecast planning</li><li>• Resource plans</li></ul>	Destroy 5 years after end of year records relate to. <u>Reason:</u> reference use

**Policy Making** *Keyword 2*: Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Correspondence</li><li>• Policy</li><li>• Precedent records</li><li>• Working papers</li></ul>	Transfer to the Parliamentary Archives when policy superseded/becomes obsolete. <u>Reason:</u> historical value

**Procedures and Guidance** *Keyword 2*: Sample records and disposal instructions added.

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Manuals, instructions and other guidance</li></ul>	Destroy 5 years after procedures superseded/become obsolete. <u>Reason:</u> reference use



**Reporting** *Keyword 2:* Sample records and disposal instructions added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Corporate annual report</li><li>• Working papers</li></ul>	Transfer to the Parliamentary Archives when report published. <u>Reason:</u> historical value
<ul style="list-style-type: none"><li>• Departmental annual report</li><li>• Correspondence</li><li>• Statistics</li><li>• Working papers</li></ul>	Destroy 7 years after end of year in which report finalised. <u>Reason:</u> reference use

**Risk Management** *Keyword 2:* Sample records added and disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Business continuity plan</li><li>• Disaster recovery plan</li><li>• Risk management policy records</li><li>• Risk register - corporate</li><li>• Risk review</li><li>• Working papers</li></ul>	Destroy 3 years after end of year records relate to. <u>Reason:</u> reference use



## Amendments to the ESTATE MANAGEMENT volume of the Authorised Records Disposal Practice relevant to the House of Commons

Supersedes Keyword 1 PROPERTY MANAGEMENT

**Allocation** *Keyword 2:* Disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Members accommodation register</li> <li>Correspondence</li> </ul>	Destroy 7 years after last action. <u>Reason:</u> reference use

**Arrangements** *Keyword 2:* Sample records added and disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
Estate Usage: <ul style="list-style-type: none"> <li>Correspondence</li> <li>Plans and Layouts</li> </ul>	Destroy 3 years after last action. <u>Reason:</u> reference use

**Boards and Groups** *Keyword 2 (Supersedes Keyword 2 Meetings):* Sample records and disposal instructions amended:

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Agenda</li> <li>Board papers</li> <li>Circulation lists</li> <li>Correspondence</li> <li>Minutes</li> </ul>	Destroy 5 years after end of year records relate to. <u>Reason:</u> reference use

**Incident Management** *Keyword 2 (New Keyword 2):* Sample records and disposal instructions added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Correspondence</li> <li>Investigation working papers</li> <li>Lessons learned document</li> <li>Report</li> <li>Witness statements</li> </ul>	Destroy 5 years after final report completed. <u>Reason:</u> reference use

**Liaison** *Keyword 2 (Keyword 2 added):* Sample records and disposal instructions added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Correspondence</li> <li>Meeting notes</li> </ul>	Destroy 3 years after last access. <u>Reason:</u> reference use



**Planning and Strategy** *Keyword 2* (Keyword 2 added): Sample records and disposal instructions added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Agenda</li> <li>• Correspondence</li> <li>• Minutes</li> <li>• Team/department forecast planning</li> </ul>	Destroy 3 years after last access. <u>Reason:</u> reference use
<ul style="list-style-type: none"> <li>• Security plan/strategy</li> </ul>	Transfer to Parliamentary Archives when plan/strategy superseded. <u>Reason:</u> historical value

**Policy Making** *Keyword 2*: Sample records added and disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Correspondence</li> <li>• Policy</li> <li>• Precedent records</li> <li>• Working papers</li> </ul>	Transfer to the Parliamentary Archives when policy superseded. <u>Reason:</u> historical value

**Procedures and Guidance** *Keyword 2*: Disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Circulars</li> <li>• Guidance</li> <li>• Manuals</li> </ul>	Destroy 5 years after procedures superseded/become obsolete. <u>Reason:</u> reference use

**Programme Management** *Keyword 2* (New keyword 2): Sample records and disposal instructions added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<b>Programme Board Papers</b> (including but not limited to): <ul style="list-style-type: none"> <li>• Board papers</li> <li>• Business case</li> <li>• Business case review</li> <li>• Closure report</li> <li>• Inspection reports</li> <li>• Lessons learned document</li> <li>• Minutes</li> <li>• Project Brief</li> <li>• Project Implementation Document</li> </ul>	Transfer to the Parliamentary Archives when programme competed.  <u>Reason:</u> historical value





Programme Management (continued)

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<p>All other documents emanating from the Programme, including:</p> <ul style="list-style-type: none"> <li>• Activities and overview</li> <li>• Activity Route Map</li> <li>• Approval proposals</li> <li>• Assumptions log</li> <li>• Business case review</li> <li>• Correspondence</li> <li>• Feasibility studies</li> <li>• Formal review report</li> <li>• Highlight report</li> <li>• Plans and drawings</li> <li>• Programme blueprint</li> <li>• Programme plan</li> <li>• Programme timetable</li> <li>• Resource Plan</li> <li>• Risk assessment reports</li> <li>• Risk logs</li> <li>• Surveys</li> </ul>	<p>Destroy 6 years after programme completed. <u>Reason:</u> Limitation Act 1980</p>

Project Management *Keyword 2*: Sample records and disposal instructions added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<p>Project Board Papers, (including but not limited to):</p> <ul style="list-style-type: none"> <li>• Business case</li> <li>• Board papers</li> <li>• Closure Report</li> <li>• Lessons Learned Document</li> <li>• Project Implementation Document (PID)</li> <li>• Post Implementation Review Document</li> </ul>	<p>Transfer to the Parliamentary Archives when project completed. <u>Reason:</u> historical value</p>
<p>All other documents emanating from the Project, including:</p> <ul style="list-style-type: none"> <li>• Activity route map</li> <li>• Correspondence</li> <li>• Highlight report</li> <li>• Project Brief</li> <li>• Risk assessment</li> <li>• Process analysis and design</li> <li>• Project issues log</li> <li>• Project plan</li> <li>• Project risk log</li> <li>• Implementation plan</li> <li>• Maps, plans, drawings</li> <li>• Photographs</li> <li>• Formal review report</li> </ul>	<p>Destroy 6 years after project completed. <u>Reason:</u> reference use</p>



Security *Keyword 2*

Access *Keyword 3*: Sample records and disposal instructions added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Action plan</li> <li>Authorisation for after hours access</li> <li>Investigation working papers</li> <li>Key register</li> <li>Requirements</li> <li>Revoked passes list</li> </ul>	Destroy 7 years after action completed. <u>Reason:</u> reference use
<ul style="list-style-type: none"> <li>List of pass reader locations</li> </ul>	An active document, updated regularly. If register is superseded, destroy 5 years after last action. <u>Reason:</u> reference use

Car parking *Keyword 3*: Sample records and disposal instructions added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Permit register</li> <li>Application form</li> </ul>	Destroy 7 years after action completed. <u>Reason:</u> reference use

Security Clearance *Keyword 3*: Disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Application forms</li> <li>Authorisation</li> <li>Correspondence</li> <li>Criminal record checks</li> <li>References</li> </ul>	Destroy 5 years after action completed. <u>Reason:</u> reference use

Threat Monitoring *Keyword 3*: Sample records and disposal instructions added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Action plan</li> <li>Assessment</li> <li>Correspondence</li> <li>Notifications</li> <li>Recommendation</li> <li>Report</li> </ul>	Destroy 7 years after action completed. <u>Reason:</u> reference use



## Amendments to the FINANCIAL MANAGEMENT volume of the Authorised Records Disposal Practice relevant to the House of Commons

**Audit** *Keyword 2*: Sample records added and disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Correspondence</li> <li>• Draft reports</li> <li>• Follow up review</li> <li>• Internal audit report</li> <li>• Terms of reference</li> <li>• Management response</li> <li>• Minutes</li> <li>• Terms of reference</li> </ul>	<p>Destroy 7 years after end of financial year in which action was completed.</p> <p><u>Reason</u>: reference use</p>

**Cost Sharing** *Keyword 2(Supersedes Keyword 2 Joint Ventures)*: Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Arrangements</li> <li>• Correspondence</li> </ul>	<p>Destroy 3 years after end of financial year in which arrangement ceases.</p> <p><u>Reason</u>: business need</p>

**Management Accounting** *Keyword 2 (New Keyword 2)*

**Budgets** *Keyword 3*: Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Grant funding applications</li> </ul>	<p>Destroy 3 years after the end of financial year budget relates to.</p> <p><u>Reason</u>: National Audit Office/Inland Revenue advice</p>
<ul style="list-style-type: none"> <li>• Correspondence</li> <li>• Estimates</li> <li>• Planning</li> </ul>	<p>Destroy 3 years after end of financial year in which action completed.</p> <p><u>Reason</u>: National Audit Office/Inland Revenue advice</p>

**Analysis** *Keyword 3*: New sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Budget spreadsheet</li> <li>• Budget trend analysis spreadsheet</li> <li>• Reconciliation spreadsheet</li> </ul>	<p>Destroy 3 years after last action.</p> <p><u>Reason</u>: reference use</p>



**Monitoring** *Keyword 2* (New Keyword 2): Sample records and disposal instructions added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Correspondence</li> <li>• Minutes</li> <li>• Reports</li> </ul>	Destroy 6 years after end of financial year in which investigation is completed.  <u>Reason:</u> Limitations Act 1980

**Policy Making** *Keyword 2*: Sample records added and disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Correspondence</li> <li>• Policy</li> <li>• Precedent records</li> <li>• Working papers</li> </ul>	Transfer to the Parliamentary Archives when policy superseded.  <u>Reason:</u> historical value

**Risk Management** *Keyword 2*: Disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
Fraud <ul style="list-style-type: none"> <li>• Action Plans</li> <li>• Risk Assessment</li> </ul>	Destroy 6 years after risk assessment superseded.  <u>Reason:</u> Limitations Act 1980, business need
Financial Operations <ul style="list-style-type: none"> <li>• Action Plans</li> <li>• Risk Assessment</li> <li>• Working papers</li> </ul>	



## Amendments to the Authorised Records Disposal Practice HEALTH AND SAFETY relevant to the House of Commons

Supersedes Keyword 1 OCCUPATIONAL HEALTH AND SAFETY

**Boards and Groups** *Keyword 2* (Supersedes Keyword 2 *Meetings*): Disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Agenda</li><li>• Correspondence</li><li>• Minutes</li><li>• Reports</li><li>• Chairman's Brief</li></ul>	Destroy 5 years after action completed.  <u>Reason</u> : reference use

**Compliance** *Keyword 2*

*Registers* *Keyword 3*: Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• First aid officers, fire wardens and safety officers register</li><li>• Hot work register</li></ul>	An active record, updated regularly. If register is superseded/becomes obsolete/redundant, destroy 7 years after register last accessed.  <u>Reason</u> : reference use  N.B. Procedures must be put in place to ensure the systematic deletion of entries in the register over 7 years old.

**Counselling** *Keyword 2* (Moved from HUMAN RESOURCES): Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Referral form</li><li>• Correspondence</li><li>• Reports</li><li>• Interview notes</li></ul>	Destroy 6 years after action completed.  <u>Reason</u> : Limitation Act 1980

**Medical Treatment** *Keyword 2* (New Keyword 2)

*Referrals* *Keyword 3*: Disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Correspondence</li><li>• Referral form</li></ul>	Destroy 10 years after termination of employment  <u>Reason</u> : Limitation Act 1980



**Monitoring** *Keyword 2* (New Keyword 2)

**Registers** *Keyword 3*: Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Accident register</li><li>• Legionella register</li><li>• Register of equipment examination dates</li></ul>	<p>An active record, updated regularly. If register is superseded/becomes obsolete/redundant, destroy 7 years after register last accessed.</p> <p><u>Reason</u>: reference use</p> <p>N.B. Procedures must be put in place to ensure the systematic deletion of entries in the register over 7 years old.</p>

**Inspections** *Keyword 3*: Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
Legionellosis Inspections <ul style="list-style-type: none"><li>• Inspection assessments</li></ul>	<p>Destroy 40 years after date of occurrence.</p> <p><u>Reason</u>: Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995; Control of Substances Hazardous to Health (Amendment) Regulations 2004</p>
Asbestos Inspections <ul style="list-style-type: none"><li>• Inspection assessments</li></ul>	<p>Destroy 40 years after date of occurrence.</p> <p><u>Reason</u>: Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995; Control of Asbestos Regulations 2006</p>
Waste Disposal Inspections <ul style="list-style-type: none"><li>• Statistics</li><li>• Duty of Care notices</li><li>• Transfer and consignment notes</li></ul>	<p>Destroy 3 years after deposit of waste.</p> <p><u>Reason</u>: The Hazardous Waste (England and Wales) Regulations 2005.</p>

**Policy Making** *Keyword 2*: Sample records added and disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Correspondence</li><li>• Policy</li><li>• Precedent records</li><li>• Working papers</li></ul>	<p>Transfer to the Parliamentary Archives when policy superseded.</p> <p><u>Reason</u>: historical value</p>



**Reporting** *Keyword 2*: Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Health and Safety activity report</li> <li>Statistics</li> <li>Fire calls</li> </ul>	Destroy 5 years after action completed. <u>Reason</u> : reference use; Regulatory Reform (Fire Safety) Order 2005

**Risk Management** *Keyword 2*

**Equipment Requirement Assessments** *Keyword 3*: Disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Assessment</li> <li>Assessment review</li> </ul>	Destroy 7 years after review of assessment. <u>Reason</u> : Health and Safety at Work etc Act 1974; Regulatory Reform (Fire Safety) Order 2005.

**Eye-sight tests** *Keyword 3*: Sample record and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Application forms</li> </ul>	Destroy 3 years after end of financial year in which form submitted. <u>Reason</u> : reference use

**Registers** *Keyword 3*: Disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Asbestos register</li> <li>Fire Risk Assessments register</li> <li>Register of arrangements with external emergency service organisations</li> </ul>	An active record, updated regularly. Destroy 7 years after register last accessed. <u>Reason</u> : reference use  N.B. Procedures must be put in place to ensure the systematic deletion of entries in the register over 7 years old.

**Risk Assessments** *Keyword 3*

**Fire** *Keyword 4*: Sample record and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Risk Assessment form</li> </ul>	Destroy 7 years after action completed. <u>Reason</u> : Regulatory Reform (Fire Safety) Order 2005



Risk Management – Risk Assessments (continued)

Office Risk Assessments *Keyword 4: Sample record and disposal instruction added*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Risk Assessment form</li> </ul>	Destroy 7 years after superseded.  <u>Reason:</u> reference use

Staff Risk Assessments *Keyword 4: Disposal instruction amended*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>DSE (Display screen Equipment) workstation form</li> <li>Risk Assessment form</li> </ul>	Destroy 10 years following termination of employment.  <u>Reason:</u> Limitation Act 1980

Works / Building projects *Keyword 4: Disposal instruction added*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Risk Assessment form</li> </ul>	Destroy 7 years after completion of project  <u>Reason:</u> Limitation Act 1980

Safety Action Plans *Keyword 3: Disposal instruction amended*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Safety action plan</li> </ul>	Destroy 7 years after plan is completed.  <u>Reason:</u> reference use





## Amendments to the HUMAN RESOURCES volume of the Authorised Records Disposal Practice relevant to the House of Commons

### Absence and Leave Keyword 2 (Supersedes Keyword 2 *Leave*)

Annual Leave *Keyword 3*: Disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Annual leave form</li> </ul>	Destroy 6 years after end of leave year to which records relate.  <u>Reason</u> : business need

Attendance *Keyword 3*: Disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Attendance book</li> <li>Absentee List</li> <li>Time Sheets</li> </ul>	Destroy 6 years after last access.  <u>Reason</u> : Management of Health and Safety at Work Regulations 1999; Statutory Sick Pay (General) Regulations 1982; Limitation Act 1980; business need

Maternity Leave *Keyword 3*: New sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Correspondence</li> <li>Maternity leave form</li> <li>DWP maternity certificate (MAT B1)</li> </ul>	Destroy 6 years after end of maternity leave.  <u>Reason</u> : The Maternity & Parental Leave Regulations 1999

Medical Leave *Keyword 3*: New sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Signed Self certificate of absence form</li> <li>Signed Statement of Fitness for work (formally 'sick notes')</li> </ul>	Destroy 6 years after end of medical leave.  <u>Reason</u> : Management of Health and Safety at Work Regulations 1999; Statutory Sick Pay (General) Regulations 1982; Limitation Act 1980

Paternity Leave *Keyword 3*: New sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>SC3 Paternity leave form</li> <li>Correspondence</li> </ul>	Destroy 6 years after completion of paternity leave.  <u>Reason</u> : The Maternity & Parental Leave Regulations 1999



**Absence and Leave** (continued)

**Rotas** *Keyword 3*: New sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Office rota</li> </ul>	Destroy 6 years after period rota relates to. <u>Reason</u> : business need

**Special Leave** *Keyword 3*: New sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Special leave form</li> <li>Correspondence</li> </ul>	Destroy 6 years after completion of special leave. <u>Reason</u> : reference use

**Boards and Groups** *Keyword 2* (Supersedes *Keyword 2 Meetings*): Disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Agenda</li> <li>Correspondence</li> <li>Minutes</li> <li>Reports</li> <li>Chairman's Brief</li> </ul>	Destroy 5 years after action completed. <u>Reason</u> : reference use

**Discipline** *Keyword 2*: Sample records added and disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
Substantiated disciplinary cases: <ul style="list-style-type: none"> <li>Alleged offence details</li> <li>Interview notes</li> <li>Reports</li> <li>Action taken details</li> <li>Appeal request</li> <li>Appeal outcome</li> <li>Minutes</li> </ul>	Destroy 6 years after action completed. If the action results in loss of pay, keep until 100 <sup>th</sup> birthday of employee. <u>Reason</u> : Limitation Act 1980, Pension administration

**Employee Relations** *Keyword 2* (New *Keyword 2*)

**Trade Unions** *Keyword 3*: Disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
Industrial Disputes <ul style="list-style-type: none"> <li>Correspondence</li> <li>Interview notes</li> <li>Minutes</li> <li>Reports</li> </ul>	Destroy 10 years after settlement of case. <u>Reason</u> : reference use
Advice <ul style="list-style-type: none"> <li>Correspondence</li> </ul>	Destroy 10 years after last action. <u>Reason</u> : business need



Employee Relations (continued)

Staff Survey *Keyword 3:* New sample records and disposal instructions added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Staff survey development</li> <li>Correspondence</li> <li>Report</li> </ul>	Destroy 5 years after staff survey superseded. <u>Reason:</u> reference use
<ul style="list-style-type: none"> <li>Staff Surveys</li> </ul>	Destroy after final report is written. <u>Reason:</u> reference use

Employment Conditions *Keyword 2*

Employee Diversity Information *Keyword 3:* Sample records and disposal instructions added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Diversity / Equality form</li> <li>Ethnicity, gender, disability data</li> </ul>	Destroy 6 years after termination of employment. <u>Reason:</u> reference use

Reference Requests *Keyword 3:* Disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Correspondence</li> </ul>	Destroy 1 year after action completed. <u>Reason:</u> reference use

Voluntary Placements *Keyword 3:* Disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Terms and Conditions</li> <li>Details of work performed</li> </ul>	Destroy 1 year after end of calendar year in which the placement was taken. <u>Reason:</u> reference use

Work History *Keyword 3:* Disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Terms and Conditions</li> <li>Letter of Appointment</li> <li>Acceptance letter</li> <li>Supporting documentation</li> <li>Staff change form</li> <li>Complete sick leave absence record</li> <li>Working time directive op-out form</li> <li>Higher duties and promotion</li> <li>Transfer/Secondment letter</li> </ul>	Destroy when individual reaches 100 <sup>th</sup> birthday (or 5 years after last action if later). <u>Reason:</u> references, pension administration and litigation, Statutory Sick Pay (General) Regulations 1982



**Event Administration** *Keyword 2* (Supersedes *Keyword 2 Functions Social*): Disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Guest lists</li><li>• Agenda</li><li>• Correspondence</li><li>• Acceptances</li><li>• Invitation</li><li>• Staff selection</li><li>• Ballots</li></ul>	Destroy 3 years after the event. <u>Reason</u> : reference use

**Grievances** *Keyword 2*: Disposal instructions amended

**Informal Grievance** *Keyword 3*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Notes</li></ul>	Destroy 1 year after last action. <u>Reason</u> : business need

**Formal Grievance** *Keyword 3*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Reports</li><li>• Interview notes</li><li>• Recommendations</li><li>• Action taken</li></ul>	Destroy 6 years after settlement of case. <u>Reason</u> : Limitation Act 1980

**Leavers** *Keyword 2* (Supersedes *Keyword 2 Separations*)

**Outstanding Payments** *Keyword 3*: Disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Change form</li><li>• Correspondence</li></ul>	Destroy when individual reaches 100 <sup>th</sup> birthday (or 5 years after last action if later). <u>Reason</u> : Limitation Act 1980



**Pay** *Keyword 2* (Supersedes *Keyword 2 Salaries*): Sample records and disposal instructions added

**Benefits** *Keyword 3*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
Childcare Vouchers <ul style="list-style-type: none"> <li>• Correspondence</li> <li>• Application form</li> <li>• Agreement signed by employee</li> </ul>	Destroy 6 years after entitlement ceases.  <u>Reason:</u> reference use
Loans <ul style="list-style-type: none"> <li>• Correspondence</li> <li>• Application form</li> <li>• Receipts</li> </ul>	Destroy 6 years after loan repaid.  <u>Reason:</u> reference use

**Pension Records** *Keyword 3*: Sample records and disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Annual return of pay and tax deducted</li> <li>• Maternity / paternity pay document</li> <li>• Bonuses</li> <li>• Payroll history</li> <li>• Details of Estimates and awards</li> <li>• Additional voluntary contributions (AVCs)</li> <li>• Marriage, death certificates or similar (copies)</li> <li>• Death benefit nomination or revocation forms</li> <li>• Unpaid leave periods</li> <li>• Sick absence records</li> <li>• Disciplinary action affecting terms and conditions or salary, records of</li> <li>• Appointment letter</li> <li>• Probation confirmation</li> <li>• Records of payments made/received</li> <li>• Resignation, termination and retirement letters to staff</li> </ul>	Destroy when individual reaches 100th birthday (or 5 years after last action if later).  <u>Reason:</u> pension administration, reference use

**Pension Scheme Management** *Keyword 2* (New *keyword 2*)

**Scheme Contract** *Keyword 3*: Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Pension Scheme Contract</li> <li>• Correspondence (concerning contract)</li> </ul>	Destroy 6 years after contract with pension scheme ceases.  <u>Reason:</u> Limitation Act 1980



Pension Scheme Management *(continued)*

Scheme Administration *Keyword 3: Sample records and disposal instruction added*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Correspondence</li><li>• Reports</li><li>• Benefit Statement proofs</li></ul>	Destroy 6 years after scheme year to which they relate.  <u>Reason:</u> Occupational Pension Schemes (Scheme Administration) Regulations 1996 (SI 1996/1715)

Performance Management *Keyword 2*

Competencies *Keyword 3: Sample records and disposal instruction added*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Core Competency framework</li><li>• Framework development</li></ul>	Transfer to the Parliamentary Archives when superseded.  <u>Reason:</u> historical value

Employee Performance *Keyword 3: Disposal instruction amended*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Probation reports</li><li>• Staff appraisal form</li><li>• Inefficiency performance correspondence</li></ul>	Destroy 6 years after action completed.  <u>Reason:</u> reference use

Policy Making *Keyword 2: Sample records added and disposal instruction amended*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Correspondence</li><li>• Policy</li><li>• Precedent records</li><li>• Working papers</li></ul>	Transfer to the Parliamentary Archives when policy superseded/becomes obsolete.  <u>Reason:</u> historical value

Recognition *Keyword 2: (New Keyword 2) sample records and disposal instruction added*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Nomination forms</li><li>• Nomination feedback</li><li>• Recognition details</li><li>• Correspondence</li></ul>	Transfer to the Parliamentary Archives after recognition process complete.  <u>Reason:</u> historical value



**Recruitment** *Keyword 2*

**Analysis** *Keyword 3: Disposal instruction amended*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>Diversity / Equality forms</li><li>Anonymised summary about job applicants</li></ul>	Destroy 1 year after completion of appointment. <u>Reason:</u> reference use

**Campaign** *Keyword 3: Disposal instruction amended*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>Interview notes</li><li>Sift form</li><li>Board reports</li></ul>	Destroy 1 year following the completion of appointment. <u>Reason:</u> Equality Act 2010; reference use

**Registers** *Keyword 3: Sample record and disposal instruction added*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>Work experience log</li></ul>	An active record, updated regularly. Destroy 1 year after reference ceases. <u>Reason:</u> reference use

**Voluntary Placements** *Keyword 3: Sample record and disposal instruction added*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>Application forms</li><li>Correspondence</li><li>Details of work performed</li><li>Terms and Conditions</li></ul>	Destroy 1 year after end of calendar year in which placement took place. <u>Reason:</u> reference use

**Reporting** *Keyword 2: Disposal instruction amended*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>Statistics</li><li>Reports</li></ul>	Destroy 3 years after last action. <u>Reason:</u> reference use



**Security** *Keyword 2:* Disposal instructions amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Register of security clearances issued to employees</li> </ul>	An active document, updated regularly. Destroy data older than 5 years.  <u>Reason:</u> reference use
<ul style="list-style-type: none"> <li>Renewal form</li> </ul>	Destroy 5 years after receipt of application.  <u>Reason:</u> reference use
<ul style="list-style-type: none"> <li>Criminal record checks</li> <li>Correspondence</li> </ul>	Destroy 5 years after action completed.  <u>Reason:</u> reference use

**Staff Post Reviews** *Keyword 2:* (New Keyword 2) Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Correspondence</li> <li>Reports</li> <li>Assessments</li> <li>Job analysis forms</li> <li>Scoring sheets</li> <li>Organograms</li> <li>Working papers</li> </ul>	Destroy 7 years after review complete.  <u>Reason:</u> reference use

**Training and Development** *Keyword 2:*

**Bookings and Administration** *Keyword 3:* Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Request to attend</li> <li>Registration form</li> <li>Confirmations</li> <li>Training programme</li> <li>Venue booking</li> <li>Attendance list</li> <li>Training course reviews</li> <li>Training feedback forms</li> <li>Course feedback register</li> <li>Training register</li> </ul>	Destroy 6 years after course held.  <u>Reason:</u> reference use

**Development and Content** *Keyword 3:* Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Course outline</li> <li>Handouts</li> <li>Presentation slides</li> <li>Course development</li> </ul>	Destroy 6 years after last action.  <u>Reason:</u> reference use





Staff Training Records *Keyword 3: Disposal instruction amended*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Booking confirmation</li><li>• Attendance Confirmation</li><li>• Course Description</li><li>• Training Logs</li></ul>	<p>Review 6 years after termination of employment:</p> <p>Destroy all training records <u>except</u> those recording training on exposure to noise, asbestos and other hazardous materials.</p> <p>Destroy training records on exposure to noise, asbestos and other hazardous materials 40 years after termination of employment.</p> <p><u>Reason:</u> Control of Asbestos Regulations 2006; The Control of Substances Hazardous to Health Regulations 2002.</p>



## Amendments to the INFORMATION MANAGEMENT volume of the Authorised Records Disposal Practice relevant to the House of Commons

**Advice** *Keyword 2* (Keyword 2 added): Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Correspondence</li> </ul>	Destroy 5 years after action completed.  <u>Reason</u> : reference use

**Boards and Groups** *Keyword 2* (Supersedes *Keyword 2 Meetings*): Disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Agenda</li> <li>Circulated papers</li> <li>Circulation lists</li> <li>Correspondence</li> <li>Minutes</li> </ul>	Destroy 5 years after action completed.  <u>Reason</u> : reference use

**Compliance** *Keyword 2* (New keyword 2)

**Data Protection** *Keyword 3*: Disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Details of data protection notification to the Information Commissioner's Office.</li> </ul>	Destroy 5 years after date of renewal of notification.
<ul style="list-style-type: none"> <li>Correspondence</li> <li>Copies of information disclosed</li> <li>Working papers</li> </ul>	Destroy 5 years after case closure.  <u>Reason</u> : reference use

**Environmental Information Regulations** (Keyword 3): Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Correspondence</li> <li>Copies of information disclosed</li> <li>Complaint records</li> </ul>	Destroy 5 years after case closure.  <u>Reason</u> : reference use



Compliance (continued)

Freedom of Information *Keyword 3*

Requests *Keyword 4: Sample records added and disposal instructions amended*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Correspondence</li> <li>• Copies of information disclosed</li> <li>• Complaint records</li> </ul>	Destroy 5 years after case closure. <u>Reason:</u> reference use, best practice
<ul style="list-style-type: none"> <li>• Original certificates signed under s.34(3) and/or 36(7)</li> </ul>	Transfer to the Parliamentary Archives. <u>Reason:</u> historical value

Logs *Keyword 4: Sample records added and disposal instruction added*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Freedom of Information request log</li> <li>• Freedom of Information disclosure log</li> </ul>	Transfer to the Parliamentary Archives when log superseded/closed. <u>Reason:</u> historical value

Publication Scheme *Keyword 4: Sample records added and disposal instruction added*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Consultation papers</li> <li>• Correspondence</li> </ul>	Destroy 3 years after version of scheme is superseded. <u>Reason:</u> reference use

Control *Keyword 2: Sample records added and disposal instruction amended*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• File list</li> <li>• Sharepoint registry</li> <li>• Taxonomies</li> <li>• Templates</li> </ul>	Active records, updated regularly. If record is superseded/becomes obsolete destroy 10 years after last action. <u>Reason:</u> reference use

Disposal *Keyword 2: Sample records added and disposal instruction amended*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Appraisal criteria</li> <li>• Appraisal decision forms</li> <li>• Correspondence</li> <li>• Destruction authorisation forms</li> <li>• Lists of record destroyed</li> <li>• Records transfer forms</li> </ul>	Transfer to the Parliamentary Archives immediately after action completed. <u>Reason:</u> reference use



**Monitoring** *Keyword 2:* (Supersedes *Keyword 2s Audit and Reviewing*) Sample records added and disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Assessments</li> <li>• Interview notes</li> <li>• Reports</li> <li>• Surveys</li> </ul>	Destroy 7 years after end of year records relate to.  <u>Reason:</u> reference use

**Planning and Strategy** *Keyword 2:* (New *Keyword 2*) Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Agenda</li> <li>• Minutes</li> <li>• Team/department forecast planning</li> <li>• Resource plans</li> </ul>	Destroy 5 years after end of year records relate to.  <u>Reason:</u> reference use

**Policy Making** *Keyword 2:* Sample records added and disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Correspondence</li> <li>• Policy</li> <li>• Precedent records</li> <li>• Working papers</li> </ul>	Transfer to the Parliamentary Archives when policy is superseded/becomes obsolete.  <u>Reason:</u> historical value

**Procedures and Guidance** *Keyword 2:* Disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Manuals, instructions and other guidance</li> </ul>	Destroy 5 years after procedures superseded/become obsolete.  <u>Reason:</u> reference use

**Programme Management** *Keyword 2* (New *keyword 2*): Sample records and disposal instructions added:

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
Programme Board papers (including but not limited to): <ul style="list-style-type: none"> <li>• Board papers</li> <li>• Business case</li> <li>• Business case review</li> <li>• Closure report</li> <li>• Lessons learned document</li> <li>• Minutes</li> </ul>	Transfer to the Parliamentary Archives 1 year after programme completed.  <u>Reason:</u> historical value



Programme Management *(continued)*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<p>All other documents emanating from the Programme, including:</p> <ul style="list-style-type: none"> <li>• Activities and overview</li> <li>• Activity Route Map</li> <li>• Approval proposals</li> <li>• Assumptions log</li> <li>• Budget records</li> <li>• Correspondence</li> <li>• Feasibility studies</li> <li>• Highlight Report</li> <li>• Programme blueprint</li> <li>• Programme plan</li> <li>• Programme timetable</li> <li>• Resource plan</li> <li>• Risk assessment reports</li> <li>• Risk logs</li> <li>• Surveys</li> </ul>	<p>Destroy 1 year after programme completed.</p> <p><u>Reason:</u> reference use</p>

Project Management *Keyword 2 (New keyword 2):* Sample records and disposal instructions added:

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<p>Project Board papers (including but not limited to):</p> <ul style="list-style-type: none"> <li>• Board papers</li> <li>• Business case</li> <li>• Closure report</li> <li>• Lessons Learned Document</li> <li>• Project Implementation Document (PID)</li> <li>• Post Implementation Review Document (PIR)</li> </ul>	<p>Transfer to the Parliamentary Archives 1 year after project completed.</p> <p><u>Reason:</u> historical value</p>
<p>All other documents emanating from the Project, including:</p> <ul style="list-style-type: none"> <li>• Activity route map</li> <li>• Business case review</li> <li>• Correspondence</li> <li>• Highlight report</li> <li>• Implementation plan</li> <li>• Inspection reports</li> <li>• Maps, plans, drawings</li> <li>• Photographs</li> <li>• Project Brief</li> <li>• Project lifecycle plan</li> <li>• Risk assessment</li> <li>• Process analysis and design</li> <li>• Project issues log</li> <li>• Project plan</li> <li>• Project risk log</li> <li>• Surveys</li> </ul>	<p>Destroy 1 year after project completed</p> <p><u>Reason:</u> reference use</p>



**Reporting** *Keyword 2:* Disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Statistics</li> <li>• Working papers</li> </ul>	Destroy 7 years after report completed.  <u>Reason:</u> reference use

**Risk Management** *Keyword 2:* Sample records added and disposal instructions amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Correspondence</li> <li>• Incident register</li> <li>• Risk register</li> </ul>	Destroy 7 years after end of year records relate to.  <u>Reason:</u> reference use

**Security** *Keyword 2:* (New Keyword 2) Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Correspondence</li> <li>• Information security breaches</li> <li>• Logs</li> <li>• Protective marking scheme</li> <li>• Working papers</li> </ul>	Destroy 5 years after last action.  <u>Reason:</u> reference use

## Amendments to the INFORMATION SYSTEMS AND TECHNOLOGY volume of the Authorised Records Disposal Practice relevant to the House of Commons

**Application Development** *Keyword 2* (New Keyword 2): Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Business rules</li> <li>• Development proposal</li> <li>• Feasibility study</li> <li>• Flowchart</li> <li>• Installation guide</li> <li>• Pilot test sheets</li> <li>• Rectification</li> <li>• Release document</li> <li>• Survey</li> <li>• Support manual</li> <li>• Specifications</li> <li>• Test report</li> <li>• Wireframe document</li> </ul>	Destroy 3 years after application becomes redundant/is replaced. <u>Reason:</u> reference use

**Boards and Groups** *Keyword 2* (Supersedes Keyword 2 *Meetings*): Disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Agenda</li> <li>• Circulated papers</li> <li>• Circulation lists</li> <li>• Correspondence</li> <li>• Minutes</li> </ul>	Destroy 5 years after end of year to which records relate. <u>Reason:</u> reference use

**Enterprise Architecture** *Keyword 2* (New Keyword 2): Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Software updates</li> </ul>	Destroy 3 years after software becomes redundant / is replaced. <u>Reason:</u> reference use

**Incident Management** *Keyword 2* (New Keyword 2): Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Correspondence</li> <li>• Investigation working papers</li> <li>• Lessons learnt document</li> <li>• Report</li> </ul>	Destroy 5 years after action completed. <u>Reason:</u> reference use



**Monitoring** *Keyword 2* (New Keyword 2)

**Evaluation** *Keyword 3*: Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Service improvement checks</li> </ul>	Destroy 3 years after action completed.  <u>Reason</u> : reference use

**Logs** *Keyword 3*: Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>IT Forensic log</li> </ul>	Destroy 1 year after action completed.  <u>Reason</u> : reference use

**Operations** *Keyword 2*: Sample records and disposal instructions amended

**Helpdesk** *Keyword 3*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Helpdesk (case) records</li> </ul>	Destroy 1 year after action completed.  <u>Reason</u> : reference use

**Applications Support** *Keyword 3*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Hardware support</li> </ul>	Destroy 1 year after action completed  <u>Reason</u> : reference use

**Logs** *Keyword 3*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Telephone log system records</li> <li>Web filtering log records</li> </ul>	Destroy 1 year after action completed.  <u>Reason</u> : reference use

**Performance Management** *Keyword 2*: Sample records and disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Performance reports</li> </ul>	Destroy 3 years after end of year to which records relate.  <u>Reason</u> : reference use





**Planning and Strategy** *Keyword 2* (Keyword 2 added): Sample records and disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Agenda</li> <li>• Minutes</li> <li>• Team/department forecast planning</li> </ul>	Destroy 3 years after end of year to which records relate.  <u>Reason:</u> reference use

**Policy Making** *Keyword 2:* Sample records and disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Correspondence</li> <li>• Policy</li> <li>• Precedent records</li> <li>• Working papers</li> </ul>	Transfer to the Parliamentary Archives when policy superseded.  <u>Reason:</u> historical value

**Procedures and Guidance** *Keyword 2:* Sample records and disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Manuals, instructions and other guidance</li> </ul>	Destroy 3 years after procedures superseded/become obsolete.  <u>Reason:</u> reference use

**Programme Management** *Keyword 2* (New Keyword 2): Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
Programme Board papers (including but not limited to): <ul style="list-style-type: none"> <li>• Board papers</li> <li>• Business Case</li> <li>• Closure report</li> <li>• Inspection reports</li> <li>• Lessons learned document</li> <li>• Minutes</li> <li>• Project Brief</li> <li>• Project Implementation Document (PID)</li> </ul>	Transfer to the Parliamentary Archives 6 years after programme completed.  <u>Reason:</u> historical value



*Programme Management (continued)*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
All other documents emanating from the Programme, including: <ul style="list-style-type: none"><li>• Activities and overview</li><li>• Activity Route Map</li><li>• Approval proposals</li><li>• Assumptions log</li><li>• Budget records</li><li>• Business case review</li><li>• Correspondence</li><li>• Feasibility studies</li><li>• Formal review report</li><li>• Highlight report</li><li>• Plans and drawings</li><li>• Programme blueprint</li><li>• Programme plan</li><li>• Programme timetable</li><li>• Resource Plan</li><li>• Risk assessment reports</li><li>• Risk logs</li><li>• Surveys</li></ul>	Destroy 6 years after programme completed.  <u>Reason:</u> reference use

**Project Management** *Keyword 2:* Disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
Project Board papers (including but not limited to): <ul style="list-style-type: none"><li>• Board papers</li><li>• Business Case</li><li>• Closure report</li><li>• Lessons learned document</li><li>• Project Implementation Document (PID)</li><li>• Post Implementation Review Document (PIR)</li><li>• Review Document</li></ul>	Transfer to the Parliamentary Archives 6 years after project completed.  <u>Reason:</u> historical value
All other documents emanating from the Project, including: <ul style="list-style-type: none"><li>• Activity route map</li><li>• Business case review</li><li>• Correspondence</li><li>• Highlight report</li><li>• Implementation plan</li><li>• Inspection reports</li><li>• Maps, plans, drawings</li><li>• Photographs</li><li>• Project Brief</li><li>• Project lifecycle plan</li><li>• Risk assessment</li><li>• Process analysis and design</li><li>• Project issues log</li><li>• Project plan</li><li>• Project risk log</li><li>• Surveys</li></ul>	Destroy 6 years after project completed.  <u>Reason:</u> reference use



**Research** *Keyword 2:* Disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Research paper</li> <li>• Working papers</li> </ul>	Destroy 3 years after action completed.  <u>Reason:</u> reference use

**Risk Management** *Keyword 2:* Sample records added and disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Correspondence</li> <li>• Risk register</li> <li>• Working papers</li> </ul>	Destroy 3 years after end of year records relate to.  <u>Reason:</u> reference use

**Security** *Keyword 2:* Disposal instruction amended

**Reports** *Keyword 3*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Correspondence</li> <li>• Security infringement reports</li> </ul>	Destroy 1 year after action completed.  <u>Reason:</u> reference use



## Amendments to the LEGISLATION volume of the Authorised Records Disposal Practice relevant to the House of Commons

**Ballots** *Keyword 2:* New sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>Ballot book (Private Members' Ballots)</li><li>Daily update of ballot book circulated with the Vote Bundle (Private Members' Ballots)</li></ul>	Destroy 5 years after last action.  <u>Reason:</u> reference use

**Parliamentary Procedure** *Keyword 2*

*Government Bills Procedure* *Keyword 3:* New sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>Correspondence</li><li>Notes</li></ul>	Review 5 years after last action.  <u>Reason:</u> reference use  <b>N.B.</b> If information is likely to be of use beyond 5 years, it should be added to a precedent file.

*Guides and Leaflets* *Keyword 3:* New sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>Guidance notes</li><li>Leaflets</li></ul>	Transfer to the Parliamentary Archives 5 years after last action.  <u>Reason:</u> historical value

*Precedent files* *Keyword 3:* Disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>Correspondence</li><li>Notes</li></ul>	Review 5 years after last action. Transfer to the Parliamentary Archives immediately after review.  <u>Reason:</u> historical value  <b>N.B.</b> Review records prior to transfer or export and destroy/delete published material e.g. <i>extracts from Hansard</i> .



Parliamentary Procedure (continued)

*Private Members Bill Procedure* Keyword 3: New sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Correspondence</li><li>• Notes</li></ul>	Destroy 5 years after last action.  <u>Reason:</u> reference use  N.B. If information is likely to be of use beyond 5 years, it should be added to a precedent file.

*Private Legislation* Keyword 2: Sample records added and disposal instructions amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• House Bills (Table copies)</li></ul>	Destroy 1 session after the end of the session to which the records relate.  <u>Reason:</u> reference use
<ul style="list-style-type: none"><li>• Special Procedure Orders (including maps and plans deposited with orders)</li></ul>	Transfer to the Parliamentary Archives 1 session after the end of the session to which the records relate.
<ul style="list-style-type: none"><li>• Scottish Provisional Orders (including maps and plans deposited with orders, draft orders, petitions and other associated documentation)</li></ul>	<u>Reason:</u> historical value N.B. Review records prior to transfer or export and destroy/delete published material and routine records.

*Procedures and Guidance* Keyword 2: Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Procedures</li><li>• Guidance</li></ul>	Transfer to the Parliamentary Archives when procedures superseded/become obsolete.  <u>Reason:</u> historical value  N.B. Review records prior to transfer or export and destroy/delete published material and routine records.



**Public Bills** *Keyword 2:* Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<p>Bills:</p> <ul style="list-style-type: none"> <li>• Advice from Parliamentary Counsel</li> <li>• Correspondence</li> <li>• Draft Bills</li> <li>• House Bills (endorsed)</li> <li>• Authorities</li> <li>• Explanatory memorandum/notes for public bills</li> <li>• Printed Bills</li> <li>• House Bills (Table copies)</li> </ul>	<p>Review 1 session after the end of the session to which the records relate. Destroy following review.</p> <p><u>Reason:</u> reference use</p> <p><b>N.B.</b> If information is likely to be of use beyond the session after the session the records relate to, it should be added to a precedent file.</p>
<ul style="list-style-type: none"> <li>• Selection lists</li> </ul>	<p>Transfer to the Parliamentary Archives one session after the end of the session to which the records relate.</p> <p><u>Reason:</u> historical value</p>
<ul style="list-style-type: none"> <li>• Supply Book</li> </ul>	<p>Destroy 7 years after end of session to which the records relate.</p> <p><u>Reason:</u> reference use</p>
<ul style="list-style-type: none"> <li>• Scottish Provisional Order Confirmation Bills (including amended lists, authorities, advice and other associated docs)</li> </ul>	<p>Transfer to Parliamentary Archives 2 years after action completed.</p> <p><u>Reason:</u> historical value</p>
<ul style="list-style-type: none"> <li>• Order Confirmation Bills (including amended lists, authorities, advice and other associated docs)</li> </ul>	<p><b>N.B.</b> Review records prior to transfer or export and destroy/delete published material and routine records.</p>

**Statutory Instruments** *Keyword 2:* Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Statutory Instruments Reference Committee correspondence</li> <li>• Correspondence with Parliamentary Counsel</li> <li>• Correspondence with House Counsel</li> </ul>	<p>Review 5 years after last action. Transfer to the Parliamentary Archives immediately after review.</p> <p><u>Reason:</u> Transport and Works Act 1992, historical value</p>
<ul style="list-style-type: none"> <li>• Transport and Works Orders and associated documentation such as plans etc.</li> </ul>	



## Amendments to the MEMBERS' SERVICES volume of the Authorised Records Disposal Practice relevant to the House of Commons

**Allowances** *Keyword 2:* Additional sample records added (no change to existing disposal instruction)

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>Bank details, records of</li></ul>	Destroy 3 years after end of financial year in which Member ceases to be a Member of the House of Commons.  <u>Reason:</u> National Audit Office / Inland Revenue advice
<ul style="list-style-type: none"><li>Claim forms</li><li>Correspondence</li><li>Notice of payment</li><li>Overpayments notification</li><li>Receipts and supporting documentation</li></ul>	Destroy 3 years after end of financial year in which action was completed.  <u>Reason:</u> National Audit Office / Inland Revenue advice

**Boards and Groups** *Keyword 2 (Keyword 2 added)* Sample records disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>Agenda</li><li>Correspondence</li><li>Minutes</li><li>Reports</li></ul>	Destroy 5 years after end of year records relate to.  <u>Reason:</u> reference use

**Enquiries** *Keyword 2:* Sample records added and disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
Library research enquiries: <ul style="list-style-type: none"><li>Final written replies</li></ul>	Destroy when reference ceases.  <u>Reason:</u> reference use
<ul style="list-style-type: none"><li>Background notes</li><li>Correspondence</li><li>Research</li><li>Short notes/summaries</li></ul>	Destroy 7 years after last access.  <u>Reason:</u> reference use

**Pay** *Keyword 2 (Supersedes Keyword 2 Salaries)*

**Benefits** *Keyword 3:* Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
Childcare vouchers: <ul style="list-style-type: none"><li>Application form</li><li>Contract signed by Member</li><li>Correspondence</li><li>Copy of child's birth certificate</li></ul>	Destroy 3 years after entitlement ceases.  <u>Reason:</u> National Audit Office / Inland Revenue advice



Pay (continued)

**Pension records** *Keyword 3*: Sample records added and disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Additional voluntary contributions (AVCs)</li> <li>• Correspondence</li> <li>• Death benefit nomination/revocation forms</li> <li>• Estimates and awards details</li> <li>• Payroll history</li> <li>• Marriage, birth certificates or similar</li> </ul>	Destroy when individual reaches 100 <sup>th</sup> birthday (or 5 years after last action if later).  <u>Reason</u> : pension administration, reference use

**Pension Scheme Management** *Keyword 2* (New Keyword 2): Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Contract</li> <li>• Correspondence</li> <li>• Reports</li> <li>• Benefit statement proofs</li> </ul>	Delete 6 years after scheme ceases/at end of scheme year.  <u>Reason</u> : Limitation Act

**Policy Making** *Keyword 2*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Correspondence</li> <li>• Policy</li> <li>• Precedent records</li> <li>• Working papers</li> </ul>	Transfer to the Parliamentary Archives when policy superseded/becomes obsolete.  <u>Reason</u> : historical value

**Procedures and Guidance** *Keyword 2*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Correspondence</li> <li>• Policy</li> <li>• Precedent records</li> <li>• Working papers</li> </ul>	Transfer to the Parliamentary Archives when procedures superseded/becomes obsolete.  <u>Reason</u> : historical value

**Research Publications** *Keyword 2* (New keyword 2): Sample records and disposal instructions added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Library note</li> <li>• Statistical analysis and background research</li> <li>• Surveys</li> <li>• Working papers</li> </ul>	Destroy 7 years after publication superseded/becomes obsolete.  <u>Reason</u> : reference use





**Security** *Keyword 2:* Disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Applications for passes</li><li>• Security clearance renewal form</li><li>• Register of security clearances</li><li>• Criminal record checks</li></ul>	Destroy 5 years after last action.  <u>Reason:</u> reference use

**Training and Development** *Keyword 2:* Sample records added and disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Attendance list</li><li>• Audio and visual presentations</li><li>• Confirmations</li><li>• Feedback forms and statistics</li><li>• Handouts</li><li>• Induction outline</li><li>• Introductory tour format</li><li>• Training programme</li><li>• Registers</li><li>• Registration form</li><li>• Request to attend</li><li>• Training course review</li><li>• Venue booking</li></ul>	Destroy 5 years after last action.  <u>Reason:</u> reference use

## Amendments to the OFFICIAL REPORT(HANSARD) volume of the Authorised Records Disposal Practice relevant to the House of Commons

Procedures and Guidance *Keyword 2*: Disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Official Report (Hansard) Procedures</li> <li>• Style guide</li> </ul>	Destroy 5 years after procedures superseded/become obsolete.  <u>Reason</u> : reference use

Quality Control *Keyword 2*: New Keyword 2. Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Comments from Members/Ministers</li> <li>• Monthly report</li> <li>• Statistics</li> <li>• Survey</li> <li>• Working papers</li> </ul>	Destroy 1 year after last action.  <u>Reason</u> : reference use



## Amendments to the PARLIAMENTARY PRIVILEGES AND STANDARDS volume of the Authorised Records Disposal Practice relevant to the House of Commons

**Advice** *Keyword 2* (Keyword 2 added): Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Routine advice</li><li>• Correspondence</li></ul>	Destroy 5 years after last action .  <b>N.B.</b> If advice relates to a new or emerging policy issue or sets a precedent, it should be added to a policy file.  <u>Reason:</u> reference use

**Committees** *Keyword 2*: Sample records and disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Agenda</li><li>• Circulation list and papers</li><li>• Commissioner's progress report</li><li>• Corrections</li><li>• Evidence</li><li>• Informal notes</li><li>• Minutes</li><li>• Reports</li></ul>	Transfer to the Parliamentary Archives five years after end of session to which records relate.  <b>N.B.</b> Review records prior to transfer or export and destroy/delete published and routine records.  <u>Reason:</u> historical value

**Complaint Cases** *Keyword 2* (Supersedes *Keyword 2 Cases*): Sample records and disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Complaint</li><li>• Correspondence</li><li>• Evidence</li><li>• Logs</li><li>• Response by Commissioner</li><li>• Report</li><li>• Rectifications and dismissals</li></ul>	Destroy 7 years after action completed.  <u>Reason:</u> reference use
<ul style="list-style-type: none"><li>• Referrals</li></ul>	Destroy 2 years after action completed.  <u>Reason:</u> reference use



**Liaison** *Keyword 2* (Keyword 2 added): Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Correspondence</li><li>• Minutes</li></ul>	Review 3 years after last action.  <b>N.B.</b> If information has continuing business value beyond 3 years, it should be added to a precedent or policy file.  <u>Reason</u> : reference use

**Policy Making** *Keyword 2* (Keyword 2 added): Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Correspondence</li><li>• Policy</li><li>• Working papers</li></ul>	Transfer to the Parliamentary Archives when policy supersede/becomes obsolete.  <u>Reason</u> : historical value

**Privilege** *Keyword 2*: Sample records added and disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Applications to raise matters of Privilege</li><li>• Commonwealth cases on Privilege</li><li>• Correspondence</li><li>• Privilege cases papers</li><li>• Privilege complaints and exemptions</li><li>• Supporting documentation</li></ul>	Destroy 10 years after case closed.  <u>Reason</u> : business need
<ul style="list-style-type: none"><li>• Referrals list (HC)</li></ul>	Transfer to the Parliamentary Archives.  <u>Reason</u> : historical value

**Procedures and Guidance** *Keyword 2*: Sample records added and disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Code of Conduct</li><li>• Guide to the Code of Conduct</li><li>• Guide to the rules</li><li>• Consultation papers</li><li>• Manuals, instructions, style guides and other guidance</li><li>• Members' Handbooks</li><li>• Proposals</li><li>• Reports to the House from Commissioner providing guidance on complaints</li></ul>	Transfer to the Parliamentary Archives when updated/superseded.  <u>Reason</u> : historical value



**Registration of Interests** *Keyword 2 (Supersedes Keyword 2 Compliance)*

**Members Registration** *Keyword 3: Sample records and disposal instructions amended*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Correspondence</li><li>• Registration Form</li><li>• Notification of change of circumstance</li></ul>	Destroy 7 years after last access.  <u>Reason:</u> reference use

**Members Staff, All-Party Groups and Parliamentary Journalists Registration** *Keyword 3: Sample records and disposal instructions amended*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Correspondence</li><li>• Registration Form</li><li>• Notification of change of circumstance</li></ul>	Destroy 3 months after general election or on publication of the first register of the new Parliament if individual or APG has not re-registered.  <u>Reason:</u> reference use

**Register** *Keyword 3: Sample records and disposal instructions amended*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Registers of Interests</li><li>• Register updates (routine)</li></ul>	Destroy 7 years after action completed.  <u>Reason:</u> reference use

**Register Updates** *Keyword 3: Sample records and disposal instructions amended*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Register updates</li></ul>	Destroy 5 years after action completed.  <u>Reason:</u> reference use
<ul style="list-style-type: none"><li>• Dissolution Register of Members' Interests</li></ul>	Transfer to the Parliamentary Archives when superseded.  <u>Reason:</u> historical value



## Amendments to the PARLIAMENTARY RELATIONS volume of the Authorised Records Disposal Practice relevant to the House of Commons

**Event Administration** *Keyword 2* (Supersedes Keyword 2s Celebrations, Conferences, and Functions (social)): Sample records added and disposal instructions amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Accommodation bookings</li> <li>• Briefs</li> <li>• Conference papers</li> <li>• Correspondence</li> <li>• Draft programmes</li> <li>• Menu</li> <li>• Photographs</li> <li>• Planning meeting minutes</li> <li>• Ticket allocations</li> <li>• Travel bookings</li> </ul>	Destroy 3 years after the event.  <u>Reason:</u> reference use

**Joint Ventures** *Keyword 2:* Sample records added and disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Correspondence</li> <li>• Invitations</li> <li>• Aims and objectives document</li> <li>• Meetings</li> <li>• Programmes</li> <li>• Nominations</li> <li>• Travel arrangements</li> </ul>	Destroy 5 years after programme ceases.  <u>Reason:</u> reference use

**Policy Making** *Keyword 2:* Sample records added and disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Correspondence</li> <li>• Policy</li> <li>• Precedent records</li> <li>• Working papers</li> </ul>	Transfer to the Parliamentary Archives when policy superseded/becomes obsolete.  <u>Reason:</u> historical value

**Procedures and Guidance** *Keyword 2:* Sample records added and disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Visit procedures</li> <li>• Programme guidance</li> <li>• Administrative procedures</li> </ul>	Destroy 10 years after last access.  <u>Reason:</u> reference use



Visits *Keyword 2*

Delegations *Keyword 3*: Sample records added and disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Programmes</li> <li>• Correspondence</li> <li>• Administrative arrangements</li> <li>• Delegation nominations</li> <li>• Contact details</li> <li>• Invitations</li> </ul>	<p>Transfer to the Parliamentary Archives 5 years after visit.</p> <p>N.B. Records should only be transferred to the Parliamentary Archives if they:</p> <ul style="list-style-type: none"> <li>• set a precedent;</li> <li>• demonstrate clearly the House's relationships with other countries;</li> <li>• add significant understanding to a topical issue; or,</li> <li>• illustrate clearly the House's involvement in overseas legislature.</li> </ul> <p><u>Reason</u>: historical value</p>

Inward Visits *Keyword 3*: sample records added and disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Programmes</li> <li>• Correspondence</li> <li>• Administrative arrangements</li> <li>• Delegation nominations</li> <li>• Contact details</li> <li>• Invitations</li> </ul>	<p>Destroy 5 years after last access.</p> <p><u>Reason</u>: reference use</p>

Outward Visits *Keyword 3*: sample records added and disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Programmes</li> <li>• Correspondence</li> <li>• Administrative arrangements</li> <li>• Delegation nominations</li> <li>• Contact details</li> <li>• Invitations</li> </ul>	<p>Transfer to the Parliamentary Archives 5 years after visit.</p> <p>N.B. Records should only be transferred to the Parliamentary Archives if they:</p> <ul style="list-style-type: none"> <li>• set a precedent;</li> <li>• demonstrate clearly the House's relationships with other countries;</li> <li>• add significant understanding to a topical issue; or,</li> <li>• illustrate clearly the House's involvement in overseas legislature.</li> </ul> <p><u>Reason</u>: historical value</p>



Visits (*continued*)

Visitors List *Keyword 3*: Sample record and disposal instruction amended:

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li data-bbox="240 394 411 421">• Visitors' list</li></ul>	<p data-bbox="775 394 1337 501">An active record, updated regularly. If register is superseded/becomes obsolete/redundant, destroy 5 years after last access.</p> <p data-bbox="775 562 1027 589"><u>Reason</u>: reference use</p>





## Amendments to the PROCUREMENT volume of the Authorised Records Disposal Practice relevant to the House of Commons

**Advice** *Keyword 2:* Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Correspondence</li> </ul>	Destroy 6 years after action completed. <u>Reason:</u> reference use

**Commercial Relations** *Keyword 2*

**Company Management** *Keyword 3:* Disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>List of approved suppliers/supplier database</li> <li>Supplier contact register</li> </ul>	An active record, updated regularly. Destroy 6 years after last access. <u>Reason:</u> reference use

**Agreements** *Keyword 3:* Sample records added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Agreement</li> <li>Correspondence</li> </ul>	Destroy 6 years after commercial relationship ceases. <u>Reason:</u> Limitation Act 1980

**Planning and Strategy** *Keyword 2:* Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Procurement strategy</li> <li>Timetable</li> </ul>	Destroy 6 years after superseded. <u>Reason:</u> reference use

**Policy Making** *Keyword 2:* Sample records added and disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Correspondence</li> <li>Policy</li> <li>Working papers</li> <li>Precedent records</li> <li>Code of Ethics</li> </ul>	Transfer to the Parliamentary Archives when policy superseded/becomes obsolete. <u>Reason:</u> historical value



**Procedures and Guidance** *Keyword 2: Sample records and disposal instruction amended*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Procurement procedures</li> <li>• Procurement guidance</li> </ul>	Transfer to the Parliamentary Archives when procedures/guidance superseded/becomes obsolete.  <u>Reason:</u> historical value

**Tendering and Contracting** *Keyword 2*

**Contract Management** *Keyword 3*

**Contract** *Keyword 4: Sample records added*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Contract - signed</li> <li>• Changes to requirements</li> <li>• Form of variation</li> <li>• Contract extension</li> <li>• Schedule of work</li> <li>• Surveys and inspections (equipment and supplies)</li> <li>• Technical specification</li> </ul>	Destroy 6 years after the end of the contract.  <u>Reason:</u> Limitation Act 1980  <b>N.B.</b> For contracts under seal destroy 12 years after closure. Refer to Legal Services Office.

**Supplier Performance** *Keyword 4: Sample records added*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Contractor's report</li> <li>• Timesheet</li> <li>• Agenda</li> <li>• Complaints</li> <li>• Final accounts</li> <li>• Minutes</li> <li>• Payment disputes</li> <li>• Performance report</li> </ul>	Destroy 6 years after the end of the contract.  <u>Reason:</u> Limitation Act 1980  <b>N.B.</b> For contracts under seal destroy 12 years after closure. Refer to Legal Services Office.

**Tendering** *Keyword 3*

**Approvals and Initiation** *Keyword 4: Sample records added*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Project Initiation Document</li> <li>• Tender business case</li> <li>• Tender specification Evaluation criteria</li> <li>• Tender evaluation matrix</li> <li>• Advert text, including prior information notice</li> </ul>	Destroy 6 years after the end of the contract.  <u>Reason:</u> Limitation Act 1980  <b>N.B.</b> For contracts under seal destroy 12 years after closure. Refer to Legal Services Office.



Tendering (continued)

Pre-Qualification Stage *Keyword 4: Sample records added*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Supplier questionnaire</li><li>• Statement of interest</li><li>• Interest log</li><li>• Decision notification</li><li>• Debrief letter</li><li>• Correspondence</li><li>• PQQ evaluation matrix</li><li>• N2 report</li></ul>	<p>Destroy 1 year after the award of the contract.</p> <p><u>Reason:</u> NAO advice, Limitation Act 1980; Public Works Contracts Regulations 1991; Public Services Contracts Regulations 1993; Public Supply Contracts Regulations 1995; Consumer Protection Act 1987</p>

Tender Stage *Keyword 4: Sample records added*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Invitation to Tender package</li><li>• Evaluation criteria</li><li>• Supplier response</li><li>• Site visit assessment</li><li>• Evaluation summary</li><li>• Correspondence</li><li>• Interview assessment</li><li>• Acceptance letter</li><li>• Rejection letter</li><li>• Register of returned failed tenders</li></ul>	<p>Destroy successful tenders 6 years after the end of the contract.</p> <p>Destroy unsuccessful tenders 1 year after the award of the contract.</p> <p><u>Reason:</u> Limitation Act 1980; Public Works Contracts Regulations 1991; Public Services Contracts Regulations 1993; Public Supply Contracts Regulations 1995; Consumer Protection Act 1987</p>

Award Stage *Keyword 4: Sample records added*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Contract award report</li><li>• Award approval</li><li>• Award notice</li><li>• Recommendations</li></ul>	<p>Destroy 6 years after the end of the contract.</p> <p><u>Reason:</u> Limitation Act 1980</p> <p><b>N.B.</b> For contracts under seal destroy 12 years after closure. Refer to Legal Services Office.</p>



## Amendments to the PUBLIC RELATIONS volume of the Authorised Records Disposal Practice relevant to the House of Commons

### Boards and Groups *Keyword 2:* Sample records added and disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Agenda</li> <li>• Board papers</li> <li>• Circulation list</li> <li>• Correspondence</li> <li>• Minutes</li> </ul>	Destroy 5 years after action completed.  <u>Reason:</u> reference use

### Customer Service *Keyword 2:* Sample records added and disposal instructions amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
Annual Review <ul style="list-style-type: none"> <li>• Correspondence</li> <li>• Customer survey</li> <li>• Questionnaire</li> <li>• Statistics</li> <li>• Report</li> </ul>	Destroy 5 years after review ends.  <u>Reason:</u> reference use
Routine Feedback <ul style="list-style-type: none"> <li>• Feedback form</li> <li>• Suggestion form</li> </ul>	Destroy 5 years after year ends.  <u>Reason:</u> reference use

### Enquiries *Keyword 2:* Sample records added and disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Information Office enquiry records</li> </ul>	Destroy 1 year after the end of the year in which action completed.  <u>Reason:</u> reference use
<ul style="list-style-type: none"> <li>• Correspondence</li> <li>• Statistics</li> </ul>	Destroy 5 years after last access.  <u>Reason:</u> reference use
<ul style="list-style-type: none"> <li>• Daily call monitoring form and printout</li> </ul>	Destroy 3 months after recorded.  <u>Reason:</u> reference use
<ul style="list-style-type: none"> <li>• Public Information enquiry database entries</li> </ul>	Destroy 5 years after entry.  <u>Reason:</u> reference use
<ul style="list-style-type: none"> <li>• Archives research enquiries</li> </ul>	Destroy 1 year after the end of the year in which action completed.  <u>Reason:</u> business need



**Event Administration** *Keyword 2:* Sample records added and disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Agenda</li> <li>• Acceptance</li> <li>• Booking confirmation form</li> <li>• Correspondence</li> <li>• Invitation</li> <li>• Guest list</li> <li>• Menu</li> <li>• Minutes</li> <li>• Ticket Allocation</li> <li>• Seating plan</li> <li>• Attendance list</li> <li>• Programme</li> <li>• Timetable</li> <li>• Passes</li> <li>• Speaker consent form</li> <li>• Speech</li> </ul>	<p>Destroy 5 years after event completed.</p> <p><u>Reason:</u> reference use</p>

**Exhibitions** *Keyword 2:* Sample records added and disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Advertisement</li> <li>• Brief</li> <li>• Brochure</li> <li>• Correspondence</li> <li>• Designs</li> <li>• Invitations</li> <li>• Layouts</li> <li>• Maps / plans</li> <li>• Panel text</li> <li>• Posters</li> <li>• Project Initiation Document</li> </ul>	<p>Review 5 years after exhibition closure. Transfer records of historical value to the Parliamentary Archives.</p> <p><u>Reason:</u> historical value</p> <p><b>N.B.</b> Records should only be transferred to the Parliamentary Archives if they:</p> <ul style="list-style-type: none"> <li>• mark a significant event in Parliament's history;</li> <li>• are held as part of state occasions; or</li> <li>• demonstrate significant engagement with the general public.</li> </ul>

**Internal Communication** *Keyword 2:* Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<p>Corporate Newsletter</p> <ul style="list-style-type: none"> <li>• Drafts</li> <li>• Correspondence</li> <li>• Photographs</li> <li>• Research material</li> <li>• Mailing / distribution lists</li> <li>• Statistics</li> </ul>	<p>Destroy 5 years after end of year in which action completed.</p> <p><u>Reason:</u> reference use</p>
<p>Final version of corporate newsletter</p>	<p>Transfer to the Parliamentary Archives 1 month after newsletter published.</p> <p><u>Reason:</u> historical value</p>



**Internal Communication** *(continued)*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
Departmental Newsletter <ul style="list-style-type: none"> <li>• Drafts and final</li> <li>• Correspondence</li> <li>• Research material</li> <li>• Statistics</li> </ul>	Destroy 5 years after end of year in which action completed.  <u>Reason:</u> reference use
Meetings <ul style="list-style-type: none"> <li>• Agenda</li> <li>• Minutes</li> </ul>	
Notices and bulletins <ul style="list-style-type: none"> <li>• Drafts and final</li> <li>• Distribution lists</li> <li>• Statistics</li> </ul>	

**Liaison** *Keyword 2:* Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Correspondence</li> <li>• Minutes</li> <li>• Agenda</li> </ul>	Destroy 5 years after end of year in which action completed.  <u>Reason:</u> reference use

**Marketing** *Keyword 2:* Sample records added and disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Agenda</li> <li>• Brief</li> <li>• Correspondence</li> <li>• Design</li> <li>• Distribution list</li> <li>• Minutes</li> <li>• Promotional materials</li> </ul>	Destroy 5 years after last action.  <u>Reason:</u> reference use

**Media Relations** *Keyword 2:* Sample records added and disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
Filming and Photography <ul style="list-style-type: none"> <li>• Copyright declaration forms (completed)</li> <li>• Correspondence</li> <li>• Request</li> </ul>	Destroy 5 years after action completed  <u>Reason:</u> reference use
Press communications <ul style="list-style-type: none"> <li>• Briefing</li> <li>• Invitation to press conference</li> <li>• Press release</li> </ul>	
<ul style="list-style-type: none"> <li>• Weekly news to lobby journalists</li> </ul>	Destroy 1 month after creation.  <u>Reason:</u> reference use



**Planning and Strategy** *Keyword 2:* Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Agenda</li> <li>• Correspondence</li> <li>• Minutes</li> <li>• Drafts and final plan</li> </ul>	Destroy 5 years after plan finalised.  <u>Reason:</u> reference use

**Policy Making** *Keyword 2:* Sample records added and disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Correspondence</li> <li>• Policy</li> <li>• Precedent records</li> <li>• Working papers</li> </ul>	Transfer to the Parliamentary Archives when policy superseded/becomes obsolete.  <u>Reason:</u> historical value

**Procedures and Guidance** *Keyword 2:* Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Departmental drafts and final procedures</li> <li>• Drafts and final guidance</li> </ul>	Destroy 5 years after procedures superseded/become obsolete.  <u>Reason:</u> reference use

**Project Management** *Keyword 2:* Sample records added and disposal instructions amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
Project Board papers, including but not limited to: <ul style="list-style-type: none"> <li>• Business case</li> <li>• Board papers</li> <li>• Closure Report</li> <li>• Lessons Learned Document</li> <li>• Project Implementation Document (PID)</li> <li>• Post Implementation Review Document (PIR)</li> </ul>	Transfer to the Parliamentary Archives 6 years after project completed.  <u>Reason:</u> historical value
All other documents emanating from the Project, including: <ul style="list-style-type: none"> <li>• Activity route map</li> <li>• Business case review</li> <li>• Correspondence</li> <li>• Highlight report</li> <li>• Implementation plan</li> <li>• Photographs</li> <li>• Project Brief</li> <li>• Project lifecycle plan</li> <li>• Risk assessment</li> <li>• Process analysis and design</li> <li>• Project issues log</li> <li>• Project plan</li> <li>• Project risk log</li> <li>• Surveys</li> </ul>	Destroy 6 years after project completed.  <u>Reason:</u> reference use



## Training and Development *Keyword 2*

Courses *Keyword 3*: Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Booking</li><li>• Correspondence</li><li>• Course material</li><li>• Course outline</li></ul>	Destroy 5 years after programme / course completed or superseded. <u>Reason</u> : reference use

Register *Keyword 3*: Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Training register</li></ul>	An active record, updated regularly. If register is superseded/becomes obsolete/redundant, destroy 5 years after last access. <u>Reason</u> : reference use

## Visiting and Tours *Keyword 2*

Arrangements *Keyword 3*: Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Applications</li><li>• Bookings</li><li>• Correspondence</li><li>• Presentations</li><li>• Tour scripts</li></ul>	Destroy 5 years after visit / tour held. <u>Reason</u> : reference use

Register *Keyword 3*: Sample records added and disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Log book</li><li>• Statistics</li><li>• Visitors Register</li></ul>	An active record, updated regularly. If register is superseded/becomes obsolete/redundant, destroy 5 years after last entry. <u>Reason</u> : reference use
<ul style="list-style-type: none"><li>• Visitor database entries</li></ul>	Destroy 5 years after last action on account. <u>Reason</u> : reference use





## Amendments to the SCRUTINY volume of the Authorised Records Disposal Practice relevant to the House of Commons

**Advice** *Keyword 2* (Keyword 2 added): Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Advisory notes</li> <li>Correspondence</li> </ul>	Destroy 2 years after action completed.  <u>Reason:</u> business need

**Boards and Groups** *Keyword 2* (Keyword 2 added): Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
Committee Office Management Group (House of Commons) <ul style="list-style-type: none"> <li>Agenda</li> <li>Circulated papers</li> <li>Minutes</li> </ul>	Transfer to the Parliamentary Archives after end of session records relate to.  <u>Reason:</u> historic value
Working groups <ul style="list-style-type: none"> <li>Agenda</li> <li>Circulated papers</li> <li>Minutes</li> </ul>	Destroy 5 years after action completed.  <u>Reason:</u> business need

**Business Management** *Keyword 2* (Keyword 2 added): Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Weekly bulletins</li> <li>Bids</li> </ul>	Destroy 2 years after end of session records relate to.  <u>Reason:</u> business need

**Committee Meetings** *Keyword 2* (New Keyword 2): Sample records added and disposal instruction amended

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>Agenda</li> <li>Formal minutes</li> <li>Informal Minutes</li> </ul>	Transfer to the Parliamentary Archives after end of session records relate to.  N.B. Review records prior to transfer or export and destroy/delete published and printed records.  <u>Reason:</u> historical value



Committee Operations (*Keyword 2*): New Keyword 2

Advice to Chair and Members *Keyword 3 subject*: Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Routine correspondence</li><li>• Notes</li></ul>	Destroy 5 years after end of session records relate to. <u>Reason</u> : business need

Creating and Reconstituting Committees *Keyword 3*: Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Correspondence</li><li>• Notes</li></ul>	Destroy 1 year after end of parliament records relate to. <u>Reason</u> : business need

Committee Correspondence *Keyword 3*: Disposal instruction amended

Routine correspondence *Keyword 4*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Correspondence</li><li>• Unsolicited correspondence</li><li>• Circulars</li></ul>	Destroy 5 years after end of session records relate to. <u>Reason</u> : business need

Substantive correspondence *Keyword 4*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Correspondence</li></ul>	Transfer to the Parliamentary Archives after end of session records relate to. <i>See first review criteria at Appendix 1.</i> <u>Reason</u> : historical value  Only non-routine correspondence (including emails) which meets the criteria set out in <b>Appendix 1</b> should be transferred to the Parliamentary Archives.
<ul style="list-style-type: none"><li>• Contingent Liabilities files (Public Accounts Committee)</li></ul>	Transfer to the Parliamentary Archives after end of session records relate to. <u>Reason</u> : historical value



Committee Correspondence (*continued*)

**Routine Administration** *Keyword 3:* Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Attendance lists</li><li>• Circulars</li><li>• Circulation lists</li><li>• Contact lists</li><li>• Committee calendars</li><li>• Declarations of interests</li><li>• Members' biographies</li><li>• Notes to the public</li><li>• Press notices</li><li>• Programme of work</li><li>• Statistics</li><li>• Team meeting notes</li></ul>	Destroy 5 years after end of session records relate to.  <u>Reason:</u> business need

**Specialist Advisers** *Keyword 3:* Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Appointment letter</li><li>• Curriculum vitae</li><li>• Declaration of interests</li><li>• Interview notes</li><li>• Letters of acceptance</li></ul>	Destroy 6 years after specialist adviser's contract ends.  <u>Reason:</u> Limitation Act 1980
<ul style="list-style-type: none"><li>• Expressions of interest</li></ul>	Destroy 6 years after expression of interest received.  <u>Reason:</u> business need

**Tags and debates** *Keyword 3*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Lists of tags and debates (Commons only)</li></ul>	Destroy 5 years after end of session records relate to.  <u>Reason:</u> business need



**Inquiries** *Keyword 2: New Keyword 2*

**Briefs** *Keyword 3: Sample records and disposal instruction added*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Briefs</li><li>• Chair's notes</li></ul>	<p>Destroy 5 years after end of session records relate to.</p> <p><i>See first review criteria at <b>Appendix 1</b>.</i></p> <p><u>Reason</u>: business need</p> <p>Most briefs can be routinely destroyed when no longer required for business purposes. Only briefs which meet the criteria in <b>Appendix 1</b> should be transferred to the Archives.</p>

**E-consultation** *Keyword 3: Sample records and disposal instruction added*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Planning note</li><li>• Correspondence</li><li>• Summary (printed)</li></ul>	<p>Destroy 5 years after end of session records relate to.</p> <p><u>Reason</u>: business need</p>
<ul style="list-style-type: none"><li>• Summary (unprinted)</li></ul>	<p>Transfer to the Parliamentary Archives after end of session records relate to.</p> <p><u>Reason</u>: historical value</p>

**Evidence – Oral** *Keyword 3: Sample records and disposal instruction added*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Correspondence</li><li>• Transcripts</li><li>• Witnesses corrections</li></ul>	<p>Destroy 5 years after end of session records relate to.</p> <p><b>N.B.</b> Review records prior to transfer or export and destroy/delete published and routine records.</p> <p><u>Reason</u>: business need</p>
<ul style="list-style-type: none"><li>• Classified oral evidence</li></ul>	<p>Transfer to the Parliamentary Archives after end of session records relate to.</p> <p><u>Reason</u>: historical value</p>



Inquiries (*continued*)

Evidence - Written *Keyword 3*: Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Memoranda list</li><li>• Memoranda (reported but unprinted)</li><li>• Memoranda (unpublished) (i.e. neither printed nor published on the internet)</li><li>• Memoranda (unreported)</li></ul>	<p>Transfer to the Parliamentary Archives on publication of report.</p> <p><u>Reason</u>: historical value</p> <p><b>N.B.</b> Review records prior to transfer or export and destroy/delete published and printed records.</p>

Inquiry correspondence *Keyword 3*: Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Substantive correspondence</li></ul>	<p>Transfer to the Parliamentary Archives 5 years after end of session records relate to.</p> <p><i>See first review criteria at <b>Appendix 1</b>.</i></p> <p><u>Reason</u>: historical value</p> <p>Only non-routine correspondence (including emails) which meets the criteria set out in <b>Appendix 1</b> should be transferred to the Parliamentary Archives.</p>

Inquiry Preparation *Keyword 3*: Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Call for evidence (Commons)</li><li>• Scoping note</li><li>• Terms of reference</li><li>• Literature review</li></ul>	<p>Destroy 5 years after end of session records relate to.</p> <p><u>Reason</u>: business need</p>

Report *Keyword 3*: Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Draft report considered formally by Committee</li></ul>	<p>Transfer to the Parliamentary Archives 5 years after end of session records relate to.</p> <p><u>Reason</u>: historical value</p> <p><b>N.B.</b> Destroy uncirculated drafts at the end of the inquiry.</p>



<ul style="list-style-type: none"> <li>• Final report (published)</li> <li>• Lists of amendments</li> </ul>	Destroy 5 years after end of session records relate to.  <u>Reason:</u> business need
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**Legislative Scrutiny** *Keyword 2:* Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Additional notes</li> <li>• Brief</li> <li>• Evidence (unprinted)</li> <li>• Explanatory Memorandum</li> <li>• Draft report</li> <li>• Legal advice</li> <li>• Ministerial correspondence</li> <li>• Preliminary notes</li> <li>• Progress of scrutiny</li> <li>• Remedial Orders</li> <li>• Sift lists</li> </ul>	Transfer to the Parliamentary Archives 5 years after end of session records relate to.  <u>Reason:</u> historical value
<ul style="list-style-type: none"> <li>• Monitoring (e.g. of Human Rights judgments, developments in the European Union etc)</li> </ul>	Destroy 10 years after last action.  <u>Reason:</u> historical value

**Planning and Strategy** *Keyword 2:* Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Correspondence</li> <li>• Meeting minutes</li> <li>• Planning for a new parliament</li> <li>• Resource plans</li> </ul>	Destroy 5 years after action completed.  <u>Reason:</u> business need

**Policy Making** *Keyword 2:* Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Correspondence</li> <li>• Policy</li> <li>• Working papers</li> </ul>	Transfer to the Parliamentary Archives when policy superseded.  <u>Reason:</u> historical value

**Procedures and Guidance** *Keyword 2:* Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Guide for Select Committee Members (Commons)</li> <li>• Pink Book (Commons)</li> </ul>	Transfer to the Parliamentary Archives when procedures superseded.



- Practice Notes
- Red Book (Commons)

Reason: historical value

**Public Appointments** *Keyword 2:* Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Briefs</li><li>• Correspondence</li><li>• Draft reports considered formally by Committee</li><li>• Evidence (unprinted)</li><li>• Interview notes</li></ul>	Transfer to the Parliamentary Archives 5 years after end of session records relate to.  <i>See first review criteria at <b>Appendix 1</b>.</i>  <u>Reason:</u> historical value

**Reporting** *Keyword 2:* Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Activity indicators</li><li>• Statistics</li></ul>	Destroy 2 years after end of session records relate to.  <u>Reason:</u> business need

**Visits** *Keyword 2:* Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"><li>• Administrative arrangements</li><li>• Briefing pack</li></ul>	Destroy 5 years after end of session records relate to.  <u>Reason:</u> business need
<ul style="list-style-type: none"><li>• Classified briefings from government (relating to foreign visits)(Commons only)</li></ul>	Transfer to the Parliamentary Archives 5 years after end of session records relate to.  <u>Reason:</u> historical value
<ul style="list-style-type: none"><li>• Clerk's visit note (Commons only)</li></ul>	Transfer to the Parliamentary Archives 5 years after end of session records relate to.  <u>Reason:</u> historical value

## APPENDIX 1      First review criteria for materials as per the Scrutiny volume of the Authorised Records Disposal Practice

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The following review criteria are to be used to determine whether certain categories of materials created by Scrutiny Committees should be transferred to the Parliamentary Archives or routinely destroyed.

If you have any questions or concerns regarding whether materials ought to be transferred to the Archives, please contact a member of the Records Management Team on [RMAdvisory@parliament.uk](mailto:RMAdvisory@parliament.uk).

### *Briefs and Chair's Notes*

Most briefs will not be retained permanently by the Parliamentary Archives and can be routinely destroyed when no longer required for business purposes. Only briefs which meet the following criteria should be transferred to the Archives:

- where the brief provides significant value to the understanding of the inquiry (over and above that set out in the published material or in other documents transferred to the Parliamentary Archives)
- the brief itself became a matter of dispute or public interest—for example, the asking of, or failure to ask, particular questions during an evidence session was controversial.

Most Chair's notes will not be retained permanently by the Parliamentary Archives and can be routinely destroyed when no longer required for business purposes. Only those which meet the following criteria should be transferred to the Archives:

- where the notes provide significant value to the understanding of the inquiry (over and above that set out in the published material or in other documents transferred to Parliamentary Archives)
- the notes provide advice to the Chair on a matter of dispute or public interest.

### *Substantive<sup>1</sup> Correspondence*

Only correspondence which meets the following criteria should be transferred to the Parliamentary Archives:

- correspondence which sets a precedent
- correspondence which shows a continued policy discussion/debate  
*e.g. correspondence received and replied to following the publication of a committee report which illustrates policy discussion/debate*
- correspondence which illustrates well and clearly how a committee dealt with an inquiry related issue brought before it  
*e.g. a committee deciding whether to take up an issue/line of inquiry or explaining why it is not proposing to do so until more information is available or because of overlap with another committee*
- correspondence which illustrates well and clearly the first time an inquiry is run in a different or particular way.

**NOTE:** Correspondence reflecting only one side of a discussion/issue lacks value as it has lost context.

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<sup>1</sup> As opposed to correspondence relating to routine administrative matters (e.g. everyday arrangements and work which is needed to control the operation of a programme, plan or department/office/committee).





## New volume of the Authorised Records Disposal Practice STOCK MANAGEMENT relevant to the House of Commons

**Acquisition** *Keyword 2:* Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Stock/material request form</li> <li>• Order form</li> </ul>	Destroy 3 years after completion of stock acquisition process.  <u>Reason:</u> reference use

**Disposal** *Keyword 2:* Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Write-off register</li> <li>• Out of date/style inventory</li> </ul>	Destroy 3 years after completion of disposal of stock.  <u>Reason:</u> reference use

**Distribution** *Keyword 2:* Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Stock transfers</li> <li>• Delivery record</li> </ul>	Destroy 3 years after completion of distribution process.  <u>Reason:</u> reference use

**Planning and Strategy** *Keyword 2:* Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Agenda</li> <li>• Correspondence</li> <li>• Day-to-day planning</li> <li>• Minutes</li> <li>• Planning cycles</li> </ul>	Destroy 3 years after plan/strategy is finalised.  <u>Reason:</u> reference use

**Policy Making** *Keyword 2:* Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Correspondence</li> <li>• Policy</li> <li>• Precedent records</li> <li>• Working papers</li> </ul>	Transfer to the Parliamentary Archives when policy superseded.  <u>Reason:</u> historical interest



**Procedures and Guidance** *Keyword 2:* Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Manuals</li> <li>• Instructions</li> <li>• Procedures</li> </ul>	Destroy 3 years after procedures and guidance are superseded.  <u>Reason:</u> reference use

**Product Development** *Keyword 2:* Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Product design specification</li> <li>• Design concepts</li> <li>• Artwork development</li> <li>• Market research</li> <li>• Recipes</li> <li>• Orders / print run</li> <li>• Production master copy</li> </ul>	Destroy 3 years after action completed.  <u>Reason:</u> reference use  <b>N.B.</b> 'Product' includes merchandise and dishes.

**Quality Control** *Keyword 2:* Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Stock yield assessment</li> <li>• Sample stock evaluations (from current suppliers)</li> <li>• Order variation form</li> </ul>	Destroy 3 years after assessment completed.  <u>Reason:</u> reference use

**Stocktake** *Keyword 2:* Sample records and disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none"> <li>• Inventory</li> <li>• Manual count sheet</li> <li>• Monitoring form</li> <li>• Stock discrepancy check</li> </ul>	Destroy 3 years after stocktake completed.  <u>Reason:</u> reference use