

Amendments to the **CORPORATE GOVERNANCE** volume of the

Authorised Records Disposal Practice

Summary of change: Addition of new keyword 2 Assurance.

Assurance *Keyword 2* The activities associated with providing confidence that House-wide governance and risk management and other internal controls are in place, operating effectively and objectives are achieved.

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION	NOTES
Reviews of Assurance controls <ul style="list-style-type: none"> • Reviews • Reports • Working papers 	Destroy 5 years after review/report completed. <u>Reason:</u> business need	
Governance Framework <ul style="list-style-type: none"> • Annual governance statement • Letters of delegation • Statements of assurance • Statements of internal control (SICs) 	Destroy 7 years after end of year to which records relate. <u>Reason:</u> business need	
Portfolios, Programmes and Projects <ul style="list-style-type: none"> • Assessment meeting notes • Gateway review reports • Lessons learned • Risk Potential Assessments (RPAs) 	Destroy 6 years after end of programme/project to which records relate. <u>Reason:</u> business need	

Summary of change:

Addition of new keyword 2 Corporate Planning with keyword 3s Financial Planning, Strategic Planning and Approving Major Business Cases. Current keyword 2 Business Planning is also included as a keyword 3.

Corporate Planning *Keyword 2*

The process of formulating objectives and identifying ways in which these can be achieved. Includes the determination of services and requirements, and the solutions for meeting those requirements.

Business Planning *Keyword 3 Subject*

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

Financial Planning *Keyword 3 Subject*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION	NOTES
<ul style="list-style-type: none">• Estimates/ Medium Term Financial Plans• Medium Term Investment Plans• Correspondence	Destroy 6 years after end of the first financial year that the plan relates to. <u>Reason:</u> business need	

Approving Major Business Cases *Keyword 3 Subject*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION	NOTES
<ul style="list-style-type: none">• Detailed business case• Approval Notice• Advice to Clerks• Correspondence	Destroy 7 years after programme/project completed. <u>Reason:</u> reference use	

Strategic Planning *Keyword 3 Subject*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION	NOTES
<ul style="list-style-type: none">• Corporate Strategy• Strategic Plan	Transfer to the Parliamentary Archives when plan finalised. <u>Reason:</u> historical value	

Summary of change:

Addition of new keyword 3 Continuous Improvement

Organisational Development

Keyword2

The activities that focus on the cultural and organisational changes needed for continuous improvement, aligning systems, culture and activities to the achievement of organisational goals. Actions undertaken could include examining better use of financial, human and technological resources in order to deliver improved performance.

See HUMAN RESOURCES for allocation of staff and reviews of post gradings.

Continuous Improvement *Keyword 3 subject*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION	NOTES
Accreditation exercises (including IIP): <ul style="list-style-type: none">• Action Plans• Evidence Documents• Meeting Notes• Reports	Destroy 7 years after action completed. <u>Reason:</u> reference use	

Reviews, Restructures and Setting Up *Keyword 3 subject*

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION	NOTES
Corporate <ul style="list-style-type: none">• Correspondence• Report• Working papers	Transfer to Parliamentary Archives when review completed. <u>Reason:</u> historical value	
Local <ul style="list-style-type: none">• Correspondence• Report• Working papers	Destroy 10 years after restructure completed. <u>Reason:</u> reference use	

Summary of change:

Addition of new keyword 3 Continuous Improvement

Risk Management *Keyword 2*

The forecasting and evaluation of risks combined with the identification of procedures to avoid or minimise the impact of such risks.

See Asset Management – Risk Management for disaster recovery plans for the protection and salvage of Parliament's assets e.g. archives, works of art and library materials.

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION	NOTES
<ul style="list-style-type: none"> • Risk register – corporate • Risk register – department / office • Local risk management records • Working papers 	<p>Destroy 5 years after year to which information relates.</p> <p><u>Reason:</u> business need</p>	<p>Active records regularly reviewed and updated.</p>
<ul style="list-style-type: none"> • Incident Management Framework • Business continuity plans • Local business continuity records • Working papers • Correspondence 	<p>Destroy 1 year after end of year records relate to.</p> <p><u>Reason:</u> reference use/business need</p>	<p>Active records regularly reviewed and updated.</p>
<ul style="list-style-type: none"> • Business continuity rotas • Telephone cascade lists • Contact lists 	<p>Destroy 1 year after end of year records relate to.</p> <p><u>Reason:</u> business need</p>	



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

Keyword 2: **Project Management**
Summary of change: Link existing keyword

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<p>Project Board Papers, (including but not limited to):</p> <ul style="list-style-type: none">• Business case• Board papers• Closure Report• Lessons Learned Document• Project Implementation Document (PID)• Post Implementation Review Document	<p>Transfer to the Parliamentary Archives when project is completed.</p> <p><u>Reason:</u> historical value</p>

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<p>All other documents emanating from the Project, including:</p> <ul style="list-style-type: none">• Activity route map• Correspondence• Highlight report• Project Brief• Risk assessment• Process analysis and design• Project issues log• Project plan• Project risk log• Implementation plan• Maps, plans, drawings• Photographs• Formal review report	<p>Destroy 6 years after project completed.</p> <p><u>Reason:</u> Limitation Act 1980</p>



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

Keyword 2: **Membership**

Summary of change: Sample records and associated disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none">• By-election Certificates (cream)• By-election Certificates (blue) <p>NB. Hard copy only, House of Commons only</p>	<p>Transfer to the Parliamentary Archives at end of Parliament records relate to</p> <p><u>Reason:</u> historical interest</p>

Keyword 2: **Parliamentary Procedure**

Summary of change: Sample records and associated disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none">• Sub-judice list	<p>Transfer to the Parliamentary Archives 5 years after last action</p> <p><u>Reason:</u> historical interest</p>



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

Keyword 2: **Project Management**
Summary of change: Link existing keyword

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<p>Project Board Papers, (including but not limited to):</p> <ul style="list-style-type: none">• Business case• Board papers• Closure Report• Lessons Learned Document• Project Implementation Document (PID)• Post Implementation Review Document	<p>Transfer to the Parliamentary Archives when project is completed.</p> <p><u>Reason:</u> historical value</p>

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<p>All other documents emanating from the Project, including:</p> <ul style="list-style-type: none">• Activity route map• Correspondence• Highlight report• Project Brief• Risk assessment• Process analysis and design• Project issues log• Project plan• Project risk log• Implementation plan• Maps, plans, drawings• Photographs• Formal review report	<p>Destroy 6 years after project completed.</p> <p><u>Reason:</u> Limitation Act 1980</p>



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

Keyword 2: **Security**

Summary of change: Sample records added and associated disposal instruction added

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none">Registers of sensitive information	Destroy 5 years after end of year in which action completed <u>Reason:</u> business need



Amendments to the **LEGAL SERVICES** volume of the Authorised Records Disposal
Practice relevant to the House of Commons

Keyword 2: **Procedures and Guidance**
Summary of change: Link existing keyword

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none">• Manuals• Instructions• Other guidance	Destroy 5 years after procedures superseded/become obsolete. <u>Reason:</u> business need



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

Keyword 2: **Liaison**
Summary of change: Link existing keyword

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

Keyword 2: **Project Management**
Summary of change: Link existing keyword

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
Project Board Papers , (including but not limited to): <ul style="list-style-type: none"> • Business case • Board papers • Closure Report • Lessons Learned Document • Project Implementation Document (PID) • Post Implementation Review Document 	Transfer to the Parliamentary Archives when project is completed. <u>Reason:</u> historical value

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
All other documents emanating from the Project, including: <ul style="list-style-type: none"> • Activity route map • Correspondence • Highlight report • Project Brief • Risk assessment • Process analysis and design • Project issues log • Project plan • Project risk log • Implementation plan • Maps, plans, drawings • Photographs • Formal review report 	Destroy 6 years after project completed. <u>Reason:</u> Limitation Act 1980



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

Keyword 2: **Greetings**
Summary of change: Link existing keyword

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none">• Correspondence, including condolence letters and letters of congratulation to new Members	Transfer to the Parliamentary Archives 5 years after last action <u>Reason:</u> historical interest



Amendments to the **STOCK MANAGEMENT** volume of the Authorised Records Disposal Practice relevant to the House of Commons

Keyword 2: **Monitoring**
Summary of change: Link existing keyword

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION
<ul style="list-style-type: none">• Checklist• Correspondence• Delivery log	Destroy 3 years after action completed <u>Reason:</u> business need