

**Amendments to the Authorised Records Disposal Practice (ARDP)
March 2014**

Keyword 1: **CORPORATE GOVERNANCE**

Keyword 2: **Portfolio Management**

Summary: Create a new Keyword 2 Portfolio Management. Required to cover emerging area of work in the House of Commons.

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION	NOTES
<ul style="list-style-type: none"> • Correspondence • Dependencies map • Highlight report • Milestone tracker • Portfolio management framework • Portfolio management plan • Reports 	<p>Destroy 7 years after end of year to which records relate.</p> <p><u>Reason</u>: business need</p>	

Keyword 1: **INFORMATION MANAGEMENT**

Keyword 2: **Licensing**

Summary: Create new Keyword 2 Licensing 'The activities involved in managing licences held by Parliament, through from processing a request to the licence being approved':

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION	NOTES
<ul style="list-style-type: none"> • Software licence • Software request • Quote from supplier • Usage information 	<p>Destroy 5 years after licence expires.</p> <p><u>Reason</u>: business need</p>	

Keyword 1: **INFORMATION SYSTEMS AND TECHNOLOGY**

Keyword 2: **Licensing**

Summary: Create new Keyword 2 Licensing 'The activities involved in managing licences held by Parliament, through from processing a request to the licence being approved'.

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION	NOTES
<ul style="list-style-type: none"> • Software licence • Software request • Named users list • Quote from supplier • Usage information 	Destroy 1 year after licence expires. <u>Reason:</u> Principle 5 of the Data Protection Act 1998; business need	

Keyword 1: **PARLIAMENTARY RELATIONS**

Keyword 2: **Joint Ventures**

Summary: Addition of new sample record. Records relating to House staff sent to assemblies are not currently covered in the Parliamentary Relations ARDP.

SELECTED SAMPLE RECORDS	DISPOSAL INSTRUCTION	NOTES
<ul style="list-style-type: none"> • Selection of staff sent to support parliamentary assemblies (e.g. NATO, Council of Europe) 	Destroy 5 years after programme ceases. <u>Reason:</u> business need	