



Houses of Parliament

What is the Authorised Records Disposal Practice?

The Authorised Records Disposal Practice (ARDP) is Parliament's policy on the retention, destruction and archiving of its information, regardless of the media on which it is held. It supports the compliance of both Houses with legislation including the Data Protection Act 1998 and the Freedom of Information Act 2000, as well as national and international standards. The Disposal Practice is the result of wide consultation amongst staff with responsibility for each function and its related activities and is approved by the accounting officers of both Houses (the Clerk of the Parliaments and the Clerk of the House of Commons).

How the Disposal Practice works

To locate the disposal instruction for specific information, the Authorised Records Disposal Practice is structured according to the corporate file plan known as the *Classification Scheme for Parliamentary Records*. Each parliamentary function is a Keyword 1 and for each of these there is a short scope note explaining what the term covers.

Under each function there is a table which is divided into the lower terms relating to that function. Keyword 2, represents the activity being carried out as part of the Keyword 1 function. Lower level descriptors (at Keyword 3 and 4) are used to further define the subject content of the activities. These terms are shown in the first three columns of the table.

Examples of the type of information to be stored within each disposal class are provided in the fourth column of the table. Details of how long information should be retained, and how it should be disposed of is listed in the fifth column. Instructions on how to action this disposal in SPIRE is provided in the sixth column. A reason for this retention period is provided in the seventh column, including business, historical and legislative factors.

Disposal of information

Information should be retained only for as long as it is required to support both Houses in meeting their business requirements and legal obligations: for reference or accountability purposes, to comply with regulatory requirements or to protect legal and other rights and interests. At the end of that time, information will either be destroyed or retained permanently by the Parliamentary Archives.

Retention of information for longer than periods stated

It is recommended that information is disposed of as close as possible to the disposal date stated. There are a number of reasons for this:

- it is easier to identify what information is, or is not, available if the Disposal Practice is followed
- it is easier to pinpoint important information if redundant information has been removed
- accommodation (either on a server or in a building) can be used more efficiently
- principle 5 of the Data Protection Act 1998 states that personal data shall be kept for no longer than necessary
- if a record exists in any form, by whomever, it is discoverable under the Data Protection and Freedom of Information Acts.

There are exceptions to this recommendation. For example, information relevant to a potential or actual legal dispute must be retained for at least 6 years after any action is complete, or until it becomes clear that no further action is being taken.

Format of information

Disposal instructions apply to all information in whatever format; including electronic material held on storage media, hard drives, shared servers and as e-mail attachments. Where information is held electronically within a database or other system, procedures must be put in place to ensure the systematic and authorised destruction or archiving of this material in accordance with the disposal instructions outlined in the ARDP.

ASSET MANAGEMENT

KEYWORD 1: ASSET MANAGEMENT

The function of managing and tracking the location, quantity, condition, maintenance and depreciation status of all assets (i.e. possessions that have a significant monetary value) owned by Parliament, from their acquisition (whether through purchase, lease, loan or donation) through to their continued monitoring and possible disposal.

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
ACQUISITION	ARCHIVES AND LIBRARY MATERIAL		Confirmation of receipt Correspondence	Transfer to Parliamentary Archives when action completed	Historical value
ACQUISITION	ART & OBJECTS		Purchases: Confirmation of receipt Correspondence Quotation Donations and Gifts: Correspondence	Transfer to Parliamentary Archives when action completed Note: These records may form part of an Art and Object file. See Appendix 1 of ARDP volume	Historical value
ACQUISITION	BUILDINGS		Purchases: Correspondence Leases: Lease Document Correspondence	Destroy 6 years after disposal of property/termination of lease Note: These records may form part of a Building file. See Appendix 2 of ARDP volume	Limitation Act 1980
			Purchases: Deeds/Certificate of Title	Transfer to new owner when property is disposed of Note: These records may form part of a Building file. See Appendix 2 of ARDP volume	Land Registration Act 1925
ACQUISITION	EQUIPMENT		Purchase details: Correspondence Goods received note Orders Quotation Quotation requests Running order Supplier Information: Equipment specifications Supplier price list	Destroy 6 years after end of financial year	National Audit Office/ Inland Revenue advice
ALLOCATION	ARCHIVES AND LIBRARY MATERIAL	LOANS	Loan agreement form Terms and conditions Correspondence Shipping record Final conditions report Damage report	Transfer to Parliamentary Archives when loan completed	Historical value

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Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
ALLOCATION	ARCHIVES AND LIBRARY MATERIAL	TRACKING	Loans Register	An active record, updated regularly. If register is superseded/becomes obsolete/redundant, transfer to Parliamentary Archives	Business need
ALLOCATION	ART & OBJECTS	LOANS	Loan agreement form Terms and conditions Correspondence Shipping record Final conditions report Damage report	Transfer to Parliamentary Archives when loan completed Note: These records may form part of an Art and Object file. See Appendix 1 of ARDP volume	Historical value
ALLOCATION	ART & OBJECTS	TRACKING	Movement form Correspondence	Destroy 5 years after move complete Note: This class forms part of an Art and Object file. See Appendix 1 of ARDP volume	Business need
ALLOCATION	EQUIPMENT	REQUESTS	Computing request Correspondence Office equipment request	Destroy 7 years after request completed	Business need
ALLOCATION	EQUIPMENT	TRACKING	Tracking Register	An active record, updated regularly. If register is superseded/becomes obsolete/redundant, destroy 5 years after last entry	Business need
ASSET REGISTER	CATALOGUES		Archive catalogue Library catalogue	An active record, updated regularly. If catalogue is superseded/becomes obsolete/redundant, destroy 5 years after last entry	Business need
ASSET REGISTER	REGISTER		Asset Register	An active record, updated regularly. If catalogue is superseded/becomes obsolete/redundant, destroy 6 years after last entry	Business need
ASSET REGISTER	SUPPORTING DOCUMENTATION		Valuation Correspondence	Destroy 6 years after end of financial year	Business need
BOARDS AND GROUPS			Agenda Correspondence Minutes Reports	Destroy 5 years after end of year records relate to	Business need

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Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
COMPLIANCE	CERTIFICATION		Certificates: Fire alarm Fire equipment Pressure Lifting equipment Passenger/goods lift Emergency lighting Ventilation equipment Boiler	Destroy 1 year after the certificate is superseded or building disposed of, whichever is sooner Note: These records may form part of a Building file. See Appendix 2 of ARDP volume	Fire Precautions Act 1971; Building Regulations 2000
COMPLIANCE	APPLICATION		Planning application Building regulations application	Transfer to Parliamentary Archives when decision on application is made Note: These records may form part of a Building file. See Appendix 2 of ARDP volume	Building Regulations 2000
CONSERVATION			Condition Survey report Conservation plan List of materials sent for conservation action or non-routine library binding Photographs Preservation survey Treatment report	Transfer to Parliamentary Archives when action completed	Historical value
DISPOSAL	ARCHIVES AND LIBRARY MATERIAL		Correspondence	Destroy 6 years after action completed	Business need

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Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
DISPOSAL	ART & OBJECTS		Auction: Correspondence Auction records Register: Redundant furniture and fittings list	Destroy 6 years after action completed Note: These records may form part of an Art and Object file. See Appendix 1 of ARDP volume	Limitation Act 1980
DISPOSAL	BUILDINGS		Correspondence Report Survey Valuation	Transfer to Parliamentary Archives after action completed. Note: These records may form part of a Building file. See Appendix 2 of ARDP volume	Business need
DISPOSAL	EQUIPMENT		Records of equipment no longer fit for purpose Tip consignment Tip receipt	Destroy 6 years after action completed	Business need
DISPOSAL	LOST PROPERTY		Correspondence Dockets	Destroy 1 year after action completed	Business need
			Lost property database entries	Destroy entries over 1 year old	Business need
INSURANCE			Correspondence Policy document Policy renewal notice	Destroy 6 years after end of financial year in which policy expires	Business need
INTELLECTUAL PROPERTY			Copyright declaration forms (signed) Correspondence Reproduction rights	Destroy 6 years after end of year records relate to	Limitation Act 1980
INVENTORY			Archives inventory Historic furniture inventory Works of art inventory	An active record, updated regularly. If register is superseded/becomes obsolete/redundant, transfer to Parliamentary Archives	Historical value
			Equipment inventory	An active record, updated regularly. If register is superseded/becomes obsolete/redundant, destroy 5 years after last entry	Business need

ASSET MANAGEMENT

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
MAINTENANCE	ROUTINE MAINTENANCE		Maintenance request Minor works feasibility study Repair report	Destroy 6 years after maintenance job completed Note: These records may form part of a Building file. See Appendix 2 of ARDP volume	Business need
MAINTENANCE	SPECIALIST MAINTENANCE		Correspondence Maintenance application and approval (from English Heritage, Westminster Council etc.)	Transfer to Parliamentary Archives when maintenance completed Note: These records may form part of a Building	Historical value
MAINTENANCE	WARRANTIES		Warranty document	Destroy 1 year after end of warranty	Business need
MONITORING			Environmental Monitoring: Routine readings/measurements	Destroy 6 years after end of year records relate to	Business need
			Equipment/furniture requirements evaluation: Evaluation of requirements Justification of decision Specification	Destroy 6 years after evaluation exercise completed	Limitation Act 1980; Public Works Contracts Regulations 1991; Public Services Contracts Regulations 1993; Public Supply Contracts Regulations 1995
			Routine Inspections: Report Correspondence	Destroy 6 years after inspection completed Note: These records may form part of a Building file. See Appendix 2 of ARDP volume	Limitation Act 1980

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Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
MONITORING			Specialist Inspections: Environmental survey (site specific)	Transfer to Parliamentary Archives when survey completed Note: These records may form part of a Building file. See Appendix 2 of ARDP volume	Historical value
PLANNING AND STRATEGY			Agenda Minutes Team/department forecast planning Resource Plan	Destroy 5 years after end of year records relate to	Business need
POLICY MAKING			Correspondence Policy Working papers	Transfer to Parliamentary Archives when policy superseded	Historical value
PROCEDURES AND GUIDANCE			Furniture standards book Manual Handbook Directives Departmental procedures	Destroy 5 years after procedures superseded/become obsolete	Business need
PROGRAMME MANAGEMENT			Programme Board papers, including but not limited to: Board papers Business case Business case review Closure report Inspection reports Lessons learned document Minutes Project Brief Project Implementation Document	Transfer to Parliamentary Archives	Historical value

ASSET MANAGEMENT

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
PROGRAMME MANAGEMENT			<p>All other documents emanating from the Programme including: Activities and overview Activity Route Map Approval proposals Assumptions log Budget records Business case review Correspondence Feasibility studies Formal review report Highlight report Plans and drawings Programme blueprint Programme plan Programme timetable Resource Plan Risk assessment reports Risk logs Surveys</p>	<p>Destroy 6 years after completion of programme</p>	<p>Limitation Act 1980</p>
PROJECT MANAGEMENT			<p>Project Board papers, including but not limited to: Board papers Business case Closure report Lessons learned document Post Implementation Review Document Project Implementation Document</p> <p>All other documents emanating from the Project including: Project Brief Activity Route Map Project Brief Risk Assessment Process analysis and design Project issues log Correspondence Implementation plan Formal review report Highlight report Maps, plans, drawings Photographs Project plan Project risk log</p>	<p>Transfer to Parliamentary Archives after project is completed</p> <p>Destroy 6 years after project completed</p>	<p>Historical value</p> <p>Limitation Act 1980</p>

ASSET MANAGEMENT

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
REPORTING			Statistics Working papers	Destroy 5 years after end of year records relate to	Business need
RISK MANAGEMENT			Plans: Disaster plan Salvage plan Registers: Risk register	Destroy 7 years after plan/register is superseded	Business need

BUSINESS OF THE HOUSE

KEYWORD 1: BUSINESS OF THE HOUSE					
The function of managing processes and matters relating to business in the Chambers, Lords Grand Committee, Commons Grand Committees and Westminster Hall, and select committees relating to the business of the Houses e.g. Procedure, Privileges and Selection.					
Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
ADVICE			Advice to the Chair Correspondence Internal Memos	Review 5 years after last action. Destroy immediately after review Note: Review records prior to destruction. Information of business value beyond 5 years should be moved to a precedent file.	Business need
BOARDS AND GROUPS			Agenda Circulated papers Correspondence Minutes Circulation lists	Review 5 years after end of year in which meeting held. Transfer to Parliamentary Archives immediately after review Note: Review records prior to transfer or export and destroy/delete published material and routine records.	Historical value
BUSINESS MANAGEMENT			Laid Papers Unprinted papers (HC only)	Transfer to Parliamentary Archives at end of session Note: Copies of bills and papers that are ordered to be printed should not be included in Laid Papers transferred to the Archives.	Historical value
			Government Frontbench Briefs Grand Committee Lord Speaker's Brief Speaker's Brief	Destroy at end of Parliament after the Parliament the records relate to Note: 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.	Business need

BUSINESS OF THE HOUSE

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
BUSINESS MANAGEMENT			Motions: Correspondence Drafts Notes	<p align="center">House of Commons: Review at end of session. Destroy immediately after review</p> <p align="center">House of Lords: Destroy 1 year after creation</p> <p>Note: Review records prior to destruction. Information of business value beyond end of session should be moved to a precedent file.</p> <p>HL only: Hard copy “debris” is destroyed on a rolling cycle, one month after creation.</p>	<p align="center">Business need</p>
			Questions: Correspondence Drafts Notes	<p align="center">House of Commons: Review at end of session. Destroy immediately after review</p> <p align="center">House of Lords: Destroy 1 year after creation</p> <p>Note: Review records prior to destruction. Information of business value beyond end of session should be moved to a precedent file.</p> <p>HL only: Hard copy “debris” is destroyed on a rolling cycle, one month after creation.</p>	<p align="center">Business need</p>
			Today's Business (HC only) Future Business (HC only) Tabled Business (HC only) Early Day Motions (HC only) European Documents (HC only) Public Bill lists (HC only) Record of Members called to speak in a debate (HC only)	<p align="center">Review at end of session. Destroy immediately after review</p> <p>Note: Review records prior to destruction or deletion and transfer/export indexes to summary file.</p>	<p align="center">Business need</p>

BUSINESS OF THE HOUSE

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
BUSINESS MANAGEMENT			Vote bundle summary (HC only)	An active document, updated regularly. If summary is superseded/becomes obsolete/redundant, destroy 1 year after last action	Business need
			Humble Addresses	Transfer to Parliamentary Archives at end of session records relate to	Historical value
COMMITTEES			Agenda Circulated papers (HC only) Briefs Chair's notes (HC only) Correspondence Minutes Memoranda Press notices/releases Correction files (HC only) Committee reports Statistics (committee activities) Numbered papers (HL only)	Review 5 years after end of session. Transfer to Parliamentary Archives immediately after review Note: Review records prior to transfer or export and destroy/delete published material and routine records.	Historical value
DEBATES			Backbench Business Committee selection papers (HC only) Adjournment and Westminster Hall debates ballot papers (HC only) Applications (HC only)	Destroy at end of session to which records relate	Business need
ELECTIONS			Signed Candidature forms (HL only)	Transfer to Parliamentary Archives once election completed	Historical value
			Approval Ballot papers Correspondence Informal meeting notes Notices giving details of an election or by-election	Review once election completed. Transfer hard copies to Parliamentary Archives immediately after review Note: Review records prior to transfer or export and destroy/delete published material and routine records Note: Results slips are transferred to the Crown Office	Historical value

BUSINESS OF THE HOUSE

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
MEMBERSHIP			Parliamentary Election Return Book (HC only)	Transfer to Parliamentary Archives at end of Parliament	Historical value
			Writ of Summons (HL)	Transfer the first writ issued to a new Peer to the Parliamentary Archives after end of Parliament writ was issued in. N.B. Subsequent writs issued to existing Peers in a new Parliament can be disposed when reference ceases for the office.	Historical value
			Correspondence regarding requests for leave of absence (HL only) Correspondence informing the House of a Peers intention to retire (HL only)	Transfer to Parliamentary Archives at end of Parliament	Historical value
			Advice Correspondence	Destroy 1 year after end of Parliament Note: If information has continuing business value beyond 1 year after end of Parliament, it should be added to a precedent file.	Business need
			Seniority List (HC only)	An active document, updated regularly. If list is superseded/becomes obsolete/redundant, destroy 1 year after last action	Business need
			Correspondence	Destroy once Journal volume is published	Business need
MINUTING	JOURNAL		Journal production copy (HL only)	Transfer to Parliamentary Archives 5 years after the end of Parliament	Business need
			House of Lords Business and Order paper production copy (HL only)	Destroy production copy when style/formatting superseded	Business need

BUSINESS OF THE HOUSE

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
MINUTING	JOURNAL		Draft minutes (HC only)	Destroy at end of session	Business need
			Minute book pages (HC only)	Transfer to Parliamentary Archives at end of session	Historical value
MINUTING	ATTENDANCE		Attendance sheets for the Chamber, Grand Committee and Select Committee (HL only)	Destroy 4 years after end of financial year in which action was completed	Business need
MINUTING	DIVISIONS		Division lists	<p align="center">House of Commons: Destroy 5 years after end of session</p> <p align="center">House of Lords: Destroy 4 years after end of financial year in which action was completed</p>	Business need
			Division (vote) slips (HC only)	Destroy 1 year after creation	Business need
MINUTING	MESSAGES		Messages from one chamber to the other	Transfer to Parliamentary Archives at end of session	Historical value
			Drafts	<p align="center">Destroy at end of session</p> <p align="center">Note: If information is likely to be of use beyond the end of the session, it should be added to a precedent file.</p>	Business need

BUSINESS OF THE HOUSE

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
PARLIAMENTARY PROCEDURE			Precedent files: Correspondence Notes Running files Sub-judice list	Transfer to Parliamentary Archives 5 years after last action Note: Review records prior to transfer or export and destroy/delete published material e.g. extracts from Hansard.	Historical value
			Hanging files	Records retained permanently for reference purposes in the local business area Note: If no longer required locally, transfer to the Parliamentary Archives	Historical value
			Erskine May drafts Standing Orders Companion to Standing Orders	Destroy once next edition is published	Business need Historical value
PARLIAMENTARY QUESTIONS			Responses to Parliamentary Questions	Destroy 5 years after last action	Business need
PLANNING AND STRATEGY			Agenda Minutes Team/department forecast planning Resource plans	Destroy 5 years after end of year records relate to	Business need

BUSINESS OF THE HOUSE

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
PROCEDURES AND GUIDANCE			Consultation papers Manuals, instructions, style guides and other guidance Proposals	Review when procedure/guidance superseded. Transfer to Parliamentary Archives immediately after review Note: Review records prior to transfer or export and destroy/delete published material and routine records.	Historical value
PUBLIC PETITIONS			Public Petitions	Transfer to Parliamentary Archives at end of session Note: Transfer the original petition (not including the added names) to the Parliamentary Archives. Destroy the remaining petition (added names) after 1 year.	Historical value
			Correspondence	Destroy 1 year after end of session Note: If information is likely to be of use beyond the session it relates to, it should be added to a precedent file.	Business need
REPORTING			Statistics Working papers	Destroy 5 years after end of year records relate to	Business need

BUSINESS OF THE HOUSE

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
STATISTICS			Published statistics Statistics on Members called to speak in a debate Attendance statistics Voting statistics Sessional Diary (HC only)	Destroy 1 month after statistics published Note: Review records prior to destruction or deletion and transfer/export any unpublished statistics.	Business need
			Statistics produced to answer queries	Destroy 1 month after query answered	Business need

CEREMONIAL

KEYWORD 1: CEREMONIAL

The function of managing and administering the formal functions and activities of Parliament conducted to celebrate a special occasion (i.e. formal acts or series of acts, often fixed and traditional, prescribed by ritual, protocol or convention and performed on a certain occasion).

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
CEREMONIES	DISSOLUTION		Admission card Agenda Allocation of tickets Ballots Correspondence Invitations Minutes Seating (Chamber, Galleries etc) Security Timetable	Destroy 5 years after ceremony completed	Business need
CEREMONIES	INTRODUCTION OF NEW MEMBERS TO THE HOUSE		Admission card Agenda Allocation of tickets Ballots Correspondence Invitations Minutes Seating (Chamber, Galleries etc) Security Timetable	Destroy 5 years after ceremony completed	Business need
CEREMONIES	LORD CHANCELLOR'S BREAKFAST		Admission card Agenda Allocation of tickets Ballots Correspondence Invitations Minutes Seating (Chamber, Galleries etc) Security Timetable	Destroy 5 years after ceremony completed	Business need
CEREMONIES	LORD SPEAKER'S AND SPEAKERS PROCESSION		Admission card Agenda Allocation of tickets Ballots Correspondence Invitations Minutes Seating (Chamber, Galleries etc) Security Timetable	Destroy 5 years after ceremony completed	Business need

CEREMONIAL

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
CEREMONIES	LYING IN STATE (OPERATION MARQUEE)		Agenda Correspondence Minutes Security Papers	Transfer to Parliamentary Archives when ceremony completed	Historical value
CEREMONIES	PROROGATION		Admission card Agenda Allocation of tickets Ballots Correspondence Invitations Minutes Seating (Chamber, Galleries etc) Security Timetable	Destroy 5 years after ceremony completed	Business need
CEREMONIES	SILK CEREMONIES		Admission card Agenda Allocation of tickets Ballots Correspondence Invitations Minutes Seating (Chamber, Galleries etc) Security Timetable	Destroy 5 years after ceremony completed	Business need
CEREMONIES	STATE OPENING OF PARLIAMENT		Admission card Agenda Allocation of tickets Ballots Correspondence Guest list Invitations Camera Locations Car parking permits Doorkeepers' folder Passes Scouts Checklists Timetable Press release Press and TV coverage/relations Briefs Security Plans and Timings	Destroy 5 years after ceremony completed	Business need

CEREMONIAL

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
CEREMONIES	STATE VISITS		Admission card Agenda Allocation of tickets Correspondence Invitations Minutes Seating (Chamber, Galleries etc) Timetable Security plans	Destroy 5 years after last access	Business need
POLICY MAKING			Final policy document Working documents Precedent file	Transfer to Parliamentary Archives when policy superseded/becomes obsolete	Historical value
PROCEDURES AND GUIDANCE			Ceremonial procedure Operation Marquee manual Guards of Honour/ Search of Vaults Uniform guidelines	Transfer to Parliamentary Archives when procedures superseded/becomes obsolete	Historical value
PROJECT MANAGEMENT			Project Board papers (including but not limited to): Business Case Board papers Closure report Lessons Learned document Project Implementation Document Post-implementation review document	Transfer to the Parliamentary Archives 6 years after project completed.	Historical value
PROJECT MANAGEMENT			All other documents emanating from the Project, including: Activity route map Correspondence Highlight report Maps, plans, drawings Meeting papers Photographs Project Brief Project issues log Project plan Project risk log Risk assessment	Destroy 5 years after project completed	Business need

CORPORATE GOVERNANCE

KEYWORD 1: CORPORATE GOVERNANCE					
The function concerned with planning for, managing strategically and reporting on the delivery of corporate services by the House administrations					
Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
AGREEMENTS			Service level agreements Memoranda of Understanding (MoU)	Destroy 1 year after agreement ceases	Business need
ASSURANCE			Reviews of Assurance controls: Reviews Reports Working papers	Destroy 5 years after review/report completed	Business need
			Governance Framework: Annual governance statement Letters of delegation Statements of assurance Statements of internal control	Destroy 7 years after end of year records relate to	Business need
			Portfolios, Programmes and Projects: Assessment meeting notes Gateway review reports Lessons learned Risk Potential Assessments	Destroy 6 years after end of programme/project records relate to	Business need
ASSURANCE	REGISTERS OF HOSPITALITY		Hospitality register Gift register	Destroy 3 years after end of financial year action completed	Business need
AUDIT			Internal Audit: Charter Correspondence Final report Interview notes Programme Status report Working papers	Destroy 7 years after last action	Business need

CORPORATE GOVERNANCE

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
BOARDS AND GROUPS			Corporate Boards and Groups: Agenda Circulated papers Terms of reference Minutes Correspondence	Transfer to the Parliamentary Archives at end of year records relate to Note: Review records prior to transfer to Archives and delete/destroy any published material and routine correspondence	Historical value
			Departmental Boards and Groups: Agenda Circulated papers Correspondence Minutes	Destroy 5 years after end of year records relate to	Business need
COMMITTEES			Agenda Briefs Chair's notes Correspondence Report Informal Notes Memoranda Minutes Numbered papers (HL only) Circulation list	Transfer to the Parliamentary Archives after meeting held	Historical value
CORPORATE OPERATIONS			Correspondence Agendas Minutes	Destroy 5 years after end of year records relate to	Business need
			Correspondence log	An active record, updated regularly. If log is superseded, destroy 1 month after last entry	Business need
CORPORATE PLANNING	APPROVING MAJOR BUSINESS CASES		Detailed business case Approval Notice Advice to Clerks Correspondence	Destroy 7 years after programme/project completed.	Business need
CORPORATE PLANNING	BUSINESS PLANNING		Corporate Plan Working papers Correspondence	Transfer to the Parliamentary Archives when plan finalised	Historical value
			Departmental Business Plan Working papers Correspondence	Destroy 7 years after end of earliest year covered by plan	Business need

CORPORATE GOVERNANCE

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
CORPORATE PLANNING	CORPORATE STRATEGY		Corporate Strategy Strategic Plan	Transfer to the Parliamentary Archives after plan finalised.	Historical value
CORPORATE PLANNING	FINANCIAL PLANNING		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.	Business need
ORGANISATIONAL DEVELOPMENT	CONTINUOUS IMPROVEMENT		Accreditation exercises (including Investors in People): Action plans Evidence documents Meeting notes Reports	Destroy 7 years after exercise completed	Reference use
ORGANISATIONAL DEVELOPMENT	REVIEWS, RESTRUCTURES AND SETTING UP		Corporate: Correspondence Report Working papers	Transfer to the Parliamentary Archives when review completed	Historical value
ORGANISATIONAL DEVELOPMENT	REVIEWS, RESTRUCTURES AND SETTING UP		Local: Correspondence Report Working papers	Destroy 10 years after restructure completed	Reference use
PARLIAMENTARY QUESTIONS			Response to Parliamentary Questions	Destroy 5 years after last access	Business need
PERFORMANCE MANAGEMENT			Balanced scorecard Correspondence Data collection sheets Key Performance Indicators (KPIs) Reports Statistics Trend Analysis	Destroy 5 years after end of year records relate to	Business need

CORPORATE GOVERNANCE

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
POLICY MAKING			Correspondence Policy Precedent records Working papers	Transfer to the Parliamentary Archives when policy superseded/becomes obsolete	Historical value
PORTFOLIO MANAGEMENT			Correspondence Dependency map Highlight report Milestone tracker	Destroy 7 years after end of year which records relate	Business need
PROCEDURES AND GUIDANCE			Manuals, instructions and other guidance	Transfer to the Parliamentary Archives after procedures superseded/become obsolete	Business need
REPORTING	CORPORATE ANNUAL REPORT		Corporate annual report Working papers	Transfer to the Parliamentary Archives when report published	Historical value
	DEPARTMENTAL ANNUAL REPORT		Departmental Annual Report Correspondence Statistics Working papers	Destroy 7 years after end of year in which report finalised	Business need
RISK MANAGEMENT			Risk register - corporate Risk register - department/office Local risk management records Working papers	Destroy 5 years after end of year records relate to Note: Active records regularly reviewed and updated	Business need
RISK MANAGEMENT			Incident Management Framework Business continuity plan Local business continuity records Working papers Correspondence	Destroy 1 year after end of year records relate to Note: Active records regularly reviewed and updated	Business need
RISK MANAGEMENT			Business continuity rotas Telephone cascade lists Contact lists	Destroy 1 year after end of year records relate to	Business need

ESTATE MANAGEMENT

KEYWORD 1: ESTATE MANAGEMENT					
The function of planning for and managing the use of the Parliamentary Estate by Members, their staff, staff of the administrations, visitors and other external bodies.					
Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
ALLOCATION			Members accommodation register Correspondence	Destroy 7 years after last action	Business need
ARRANGEMENTS			Estate Usage: Correspondence Plans and Layouts	Destroy 3 years after last action	Business need
			Delivery tracking information Proof of delivery	Delivery address/signature removed from postal service system after 90 days; remaining information destroyed after 2 years	Business need; Data Protection Act 1998
			Meeting room bookings	Destroy 1 year after meeting held.	Business need; Data Protection Act 1998
BOARDS AND GROUPS			Agenda Board papers Circulation lists Correspondence Minutes	Destroy 5 years after end of year records relate to.	Business need
INCIDENT MANAGEMENT			Correspondence Investigation working papers Lessons learned document Report Witness statements	Destroy 5 years after final report completed	Business need
LIAISON			Correspondence Meeting notes	Destroy 3 years after last access	Business need
PLANNING AND STRATEGY			Agenda Correspondence Minutes Team/department forecast planning	Destroy 3 years after last access	Business need
			Security plans/strategy	Transfer to Parliamentary Archives when plan/strategy superseded Note: Record Officers for departments who hold this type of record should contact the Information and Records Management service to arrange export.	Historical value
POLICY MAKING			Correspondence Policy Precedent records Working papers	Transfer to Parliamentary Archives when policy superseded	Historical value
PROCEDURES AND GUIDANCE			Circulars Guidance Manuals	Destroy 5 years after procedures superseded/become obsolete	Business need

ESTATE MANAGEMENT

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
PROGRAMME MANAGEMENT			<p>Programme Board Papers (including but not limited to): Board papers Business case Business case review Closure report Inspection reports Lessons learned document Minutes Project Brief Project Implementation Document</p>	<p>Transfer to Parliamentary Archives when programme completed</p> <p>Note: Record Officers for departments who hold this type of record should contact the Information and Records Management service to arrange export.</p>	<p>Historical value</p>
PROGRAMME MANAGEMENT			<p>All other documents emanating from the Programme, including: Activities and overview Activity route map Approval proposals Assumptions log Business case review Correspondence Feasibility studies Formal review report Highlight report Plans and drawings Programme blueprint Programme plan Programme timetable Resource Plan Risk assessment reports Risk logs Surveys</p>	<p>Destroy 6 years after completion of programme</p>	<p>Limitation Act 1980</p>
PROJECT MANAGEMENT			<p>Project Board Papers (including but not limited to): Business case Board papers Closure Report Lessons Learned Document Project Implementation Document (PID) Post Implementation Review Document</p>	<p>Transfer to Parliamentary Archives when project is completed</p> <p>Note: Record Officers for departments who hold this type of record should contact the Information and Records Management service to arrange export.</p>	<p>Historical value</p>

ESTATE MANAGEMENT

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
PROJECT MANAGEMENT			All other documents emanating from the Project, including: 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	Limitation Act 1980
REPORTING			Statistics Working papers	Destroy 5 years after end of year records relate to	Business need
SECURITY	ACCESS		Action plan Authorisation for after-hours access Investigation working papers Key register Requirements Revoked passes list	Destroy 7 years after action completed	Business need
			Peers' Entrance Guest List (HL only)	Destroy end of week in which guest visited	Principle 5 of the Data Protection Act 1998; business need
			List of pass reader locations	An active document, updated regularly. If register is superseded, destroy 5 years after last action	Business need
SECURITY	CAR PARKING		Permit register Application form	Destroy 7 years after action completed	Business need
SECURITY	SECURITY CLEARANCE		Application forms Authorisation Correspondence Criminal record checks References	Destroy 7 years after action completed	Business need
SECURITY	THREAT MONITORING		Action plan Assessment Correspondence Notifications Recommendation Report	Destroy 7 years after action completed	Business need

FINANCIAL MANAGEMENT

KEYWORD 1: FINANCIAL MANAGEMENT					
The function of planning, directing, monitoring, organizing, and controlling of the monetary resources of the House administrations.					
Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
AUDIT			Correspondence Draft reports Follow up review Internal audit report Management response Minutes Terms of reference	Destroy 7 years after end of financial year in which action was completed	Business need
BOARDS AND GROUPS			Agenda Correspondence Minutes Reports Terms	Destroy 5 years after end of year records relate to	Business need
COMMERCIAL RELATIONS			Correspondence Agreements Customer log Supplier log Banking forms	Destroy 6 years after end of financial year records relate to	Limitation Act 1990
COST SHARING			Arrangements Correspondence	Destroy 3 years after end of financial year in which arrangement ceases	Business need
FINANCIAL ACCOUNTING			General Ledger Tax payment records (HL only)	Destroy 6 years after end of financial year in which action was completed	National Audit Office / Inland Revenue advice; Taxes Management Act 1970
			Transaction processing: Bank deposit Bank statements Cash register audit Charges (supporting documentation) Creditors Debtors Debts written off Invoices Overpayments Petty cash Purchase orders Receipts Reconciliations	Destroy 3 years after end of financial year in which action was completed	National Audit Office / Inland Revenue have confirmed that these records do not need to be retained beyond 3 years

FINANCIAL MANAGEMENT

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
FINANCIAL ACCOUNTING			Treasury Management: Investment account Investment agreement Trust fund Unidentified receipts Unclaimed monies	Destroy 3 years after end of financial year in which investment or account ceases	National Audit Office / Inland Revenue have confirmed that these records do not need to be retained beyond 3 years
			Financial Statements: Financial Statements Resource accounts	Destroy 3 years after end of financial year in which statement is published or submitted to the Management Board/House of Commons Commission Note: Some statements are submitted to House of Commons Commission, domestic committees and Board of Management/Management Board records and transferred to Parliamentary Archives.	National Audit Office / Inland Revenue have confirmed that these records do not need to be retained beyond 3 years
			Authorisation: Banking authority Financial activities authorisation	Destroy 3 years after end of financial year in which authority is superseded	National Audit Office / Inland Revenue have confirmed that these records do not need to be retained beyond 3 years
MANAGEMENT ACCOUNTING	BUDGETS		Budget allocation Calculations Internal notes Submission papers	Destroy 6 years (HL) or 3 years (HC) after the end of financial year budget relates to	National Audit Office/Inland Revenue advice
			Grant funding applications	Destroy 6 years (HL) or 3 years (HC) after the end of financial year budget relates to	National Audit Office/Inland Revenue advice
			Correspondence Estimates Planning	Destroy 6 years (HL) or 3 years (HC) after end of year in which action completed	National Audit Office/Inland Revenue advice

FINANCIAL MANAGEMENT

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
MANAGEMENT ACCOUNTING	ANALYSIS		Budget spreadsheet Budget trend analysis spreadsheet Reconciliation spreadsheet	Destroy 6 years (HL) or 3 years (HC) after last action	Business need
MANAGEMENT ACCOUNTING	REPORTS		Reports	Destroy 6 years (HL) or 3 years (HC) after end of financial year in which report written	Business need
MANAGEMENT ACCOUNTING	REVIEWS		Action plan Initiation documents Report Working papers	Destroy 3 years after subsequent review carried out	Business need
MONITORING			Correspondence Minutes Reports	Destroy 6 years after end of financial year in which investigation is completed	Limitations Act 1980
PLANNING AND STRATEGY			Agenda Minutes Team/department forecast planning Resource plans	Destroy 5 years after end of year records relate to	Business need
POLICY MAKING			Correspondence Policy Precedent records Working papers	Transfer to Parliamentary Archives when policy superseded	Historical value
PROCEDURES AND GUIDANCE			Development of fraud prevention strategies Financial controls and procedures Fraud prevention procedures Finance Manual Finance handbook Financial circulars and updates Financial guidance	Destroy 6 years after procedures superseded	Limitations Act 1980

FINANCIAL MANAGEMENT

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
PROGRAMME MANAGEMENT			Programme Board Papers (including but not limited to): Board papers Business case Business case review Closure report Inspection reports Lessons learned document Minutes Project Brief Project Implementation Document	Transfer to the Parliamentary Archives 6 years after programme completed	Historical value
PROGRAMME MANAGEMENT			All other documents emanating from the Programme, including: Activities and overview Activity route map Approval proposals Assumptions log Business case review Correspondence Feasibility studies Formal review report Highlight report Plans and drawings Programme blueprint Programme plan Programme timetable Resource Plan Risk assessment reports Risk logs Surveys	Destroy 6 years after completion of programme	Business need
RISK MANAGEMENT			Fraud: Action Plans Risk Assessment Financial Operations: Action Plans Risk Assessment Working papers	Destroy 6 years after risk assessment superseded	Limitations Act 1980; Business need

HEALTH AND SAFETY

KEYWORK 1: HEALTH AND SAFETY

The function of implementing and co-ordinating health and safety standards or requirement to which Parliament is either subject or voluntarily abides. Includes safety policy, fire prevention, developing a health

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
BOARDS AND GROUPS			Agenda Chair's Brief Correspondence Minutes Reports	Destroy 5 years after action completed	Business need
COMPENSATION CLAIMS			Appeal Compensation claim form Correspondence Medical reports	Destroy 7 years after finalisation of claim.	Limitation Act 1980
COMPLIANCE	REGISTERS		First aid officers, fire wardens and safety officers register Hot work register	Destroy 7 years after register last accessed	Business need
COMPLIANCE	MEETINGS		Agenda Correspondence Minutes	Destroy 3 years after action completed.	Business need
COUNSELLING			Correspondence Interview notes Referral form Reports	Destroy 6 years after action completed Note: This class forms part of a Safety, Health and Wellbeing case file. See Appendix 1 of full ARDP volume	Limitation Act 1980
MEDICAL TREATMENT	NON-HAZARDOUS TREATMENT		Nurse notes Nurse reports Treatment notes	Destroy 10 years after termination of employment Note: This class forms part of a Safety, Health and Wellbeing case file. See Appendix 1 of full ARDP volume	Limitation Act 1980
MEDICAL TREATMENT	ASBESTOS TREATMENT		Nurse notes Nurse reports Treatment notes	Destroy 40 years after termination of employment Note: This class forms part of a Safety, Health and Wellbeing case file. See Appendix 1 of full ARDP volume	Limitation Act 1980; Control of Asbestos Regulations 2006

HEALTH AND SAFETY

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
MEDICAL TREATMENT	HAZARDOUS TREATMENT		Nurse notes Nurse reports Treatment notes	Destroy 40 years after termination of employment Note: This class forms part of a Safety, Health and Wellbeing case file. See Appendix 1 of full ARDP volume	Limitation Act 1980; Control of Substances Hazardous to Health (Amendment) Regulations 2004
MEDICAL TREATMENT	REFERRALS		Correspondence Referral form	Destroy 10 years after termination of employment Note: This class forms part of a Safety, Health and Wellbeing case file. See Appendix 1 of full ARDP volume	Limitation Act 1980
MONITORING	REGISTERS		Accident register Legionella register Register of equipment examination dates	An active record, updated regularly. If register is superseded/becomes obsolete/redundant, destroy 7 years after register last accessed	Business need
MONITORING	ACCIDENTS AND INCIDENTS	NON-HAZARDOUS ACCIDENTS AND INCIDENTS	Incident reports Incident investigation costing estimate form Interview notes Photographs RIDDOR reports Witness statements	Destroy 10 years after date of occurrence	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
MONITORING	ACCIDENTS AND INCIDENTS	ASBESTOS ACCIDENTS AND INCIDENTS	Incident reports Incident investigation costing estimate form Interview notes Photographs RIDDOR reports Staff Asbestos warning Witness statements	Destroy 40 years after date of occurrence	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995; Control of Asbestos Regulations 2006
MONITORING	ACCIDENTS AND INCIDENTS	HAZARDOUS ACCIDENTS AND INCIDENTS	Incident reports Incident investigation costing estimate form Interview notes Photographs RIDDOR reports Staff hazardous agents warning Witness statements	Destroy 40 years after date of occurrence	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995; Control of Substances Hazardous to Health (Amendment) Regulations 2004

HEALTH AND SAFETY

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
MONITORING	ACCIDENTS AND INCIDENTS	HAZARDOUS SUBSTANCES EXPOSURE	Reports Medical reports	Destroy 40 years after termination of employment Note: This class forms part of a Safety, Health and Wellbeing case file. See Appendix 1 of full ARDP volume	Control of Substances Hazardous to Health (Amendment) Regulations 2004; Control of Lead at Work Regulations 2002; Work in Compressed Air Regulations 1996
MONITORING	INSPECTIONS	OFFICE INSPECTIONS	Checklist Report	Destroy 1 year after inspection report superseded	Business need
MONITORING	INSPECTIONS	EQUIPMENT AND PLANT INSPECTIONS	Examination reports Repair notes	Destroy 5 years from the date of examination / test / repair	Management of Health & Safety at Work Regulations 1999
MONITORING	INSPECTIONS	RESPIRATORY PROTECTIVE EQUIPMENTS INSPECTIONS	Examination reports Repair notes	Destroy 50 years from date of last entry	Management of Health & Safety at Work Regulations 1999; Control of Substances Hazardous to Health (Amendment) Regulations 2004; Ionising Radiations Regulations 1999
MONITORING	INSPECTIONS	LEGIONELLOSIS INSPECTIONS	Inspection assessments	Destroy 40 years after date of occurrence	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995; Control of Substances Hazardous to Health (Amendment) Regulations 2004
MONITORING	INSPECTIONS	ASBESTOS INSPECTIONS	Inspection assessments	Destroy 40 years after date of occurrence	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995; Control of Asbestos Regulations 2006

HEALTH AND SAFETY

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
MONITORING	INSPECTIONS	WASTE DISPOSAL INSPECTIONS	Duty of Care notices Statistics Transfer and consignment notes	Destroy 3 years after deposit of waste	The Hazardous Waste (England and Wales) Regulations 2005
PLANNING AND STRATEGY			Agenda Minutes Team/department forecast planning Resource plans	Destroy 5 years after end of year records relate to	Business need
POLICY MAKING			Correspondence Policy Precedent records Working papers	Transfer to Parliamentary Archives when policy superseded	Historical value
PROCEDURES AND GUIDANCE			Evacuation procedures and guidance Fire procedures and guidance Safety, Health and Wellbeing procedures and guidance Other procedures and guidance	Transfer to Parliamentary Archives when procedures superseded	Historical value
REPORTING			Fire calls Health and Safety activity report Statistics	Destroy 5 years after action completed	Business need; Regulatory Reform (Fire Safety) Order 2005
RISK MANAGEMENT	EQUIPMENT REQUIREMENT ASSESSMENTS		Assessment Assessment review	Destroy 7 years after review of assessment	Health and Safety at Work etc Act 1974; Regulatory Reform (Fire Safety) Order 2005
RISK MANAGEMENT	REGISTERS		Asbestos register Fire Risk Assessment register Register of arrangements with external emergency service organisations	An active record, updated regularly. If register is superseded/becomes obsolete/redundant, destroy 7 years after register last accessed	Business need
RISK MANAGEMENT	EYE SIGHT TESTS		Application forms	Destroy 3 years after end of financial year in which form submitted Note: This class forms part of a Safety, Health and Wellbeing case file. See Appendix 1 of full ARDP volume	Business need

HEALTH AND SAFETY

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
RISK MANAGEMENT	RISK ASSESSMENTS	FIRE RISK ASSESSMENTS	Risk Assessment form	Destroy 7 years after action completed	Regulatory Reform (Fire Safety) Order 2005
RISK MANAGEMENT	RISK ASSESSMENTS	HAZARDOUS SUBSTANCES	COSHH assessment form	Destroy 40 years after form is superseded	Control of Substances Hazardous to Health Regulations 2002
			Material Safety Data Sheets (MSDS)		
RISK MANAGEMENT	RISK ASSESSMENTS	OFFICE AND WORKPLACE RISK ASSESSMENTS	Recommended actions	Destroy when superseded or 40 years after action completed - whichever is longer	Control of Substances Hazardous to Health Regulations 2002
			Significant findings of risk assessment undertaken in accordance with reg.6		
RISK MANAGEMENT	RISK ASSESSMENTS	OFFICE AND WORKPLACE RISK ASSESSMENTS	Risk Assessment form	Destroy 7 years after superseded	Business need
RISK MANAGEMENT	RISK ASSESSMENTS	STAFF RISK ASSESSMENTS	DSE (Display screen Equipment) workstation form Risk Assessment form	Destroy 10 years following termination of employment Note: This class forms part of a Safety, Health and Wellbeing case file. See Appendix 1 of full ARDP volume	Limitation Act 1980
RISK MANAGEMENT	RISK ASSESSMENTS	WORKS/ BUILDING PROJECTS	Risk Assessment form	Destroy 7 years after completion of project	Limitation Act 1980
RISK MANAGEMENT	SAFETY ACTION PLANS		Safety action plan	Destroy 7 years after plan is completed	Business need

HUMAN RESOURCES

KEYWORD 1: HUMAN RESOURCES

Human Resources is the function of managing people employed by the House administrations. It includes recruitment (i.e. hiring processes), maintenance of pay and grading systems, pay negotiations and superannuation, performance management, promotion, reviewing posts and grading, training and staff development. It also includes the maintenance of industrial relations with employees and their representatives.

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
ABSENCE ATTENDANCE AND LEAVE	ANNUAL LEAVE		Annual leave form	Destroy 6 years after end of leave year to which records relate	Business need
ABSENCE ATTENDANCE AND LEAVE	ATTENDANCE MANAGEMENT		Appeal Correspondence Details of poor attendance Details of action taken Referrals	Destroy 6 years after end of year records relate to. If the action results in loss of pay, keep until 100th birthday of employee.	Limitation Act 1980, Pension administration House of Commons Staff Handbook, House of Lords Staff Handbook
ABSENCE ATTENDANCE AND LEAVE	ATTENDANCE MANAGEMENT		Trigger reports	Destroy 6 months after last accessed	Business need
ABSENCE ATTENDANCE AND LEAVE	HOURS AND WORKING PATTERNS		Time sheets Rotas Working pattern Records of attendance and absence	Destroy 6 years after end of year records relate to	Management of Health and Safety at Work Regulations 1999; Statutory Sick Pay (General) Regulations 1982; Limitation Act 1980; business need
ABSENCE ATTENDANCE AND LEAVE	HOURS AND WORKING PATTERNS		Sick leave records (HL only)	Destroy 4 years after end of year records relate to	Business need
ABSENCE ATTENDANCE AND LEAVE	MATERNITY LEAVE		Correspondence Maternity leave form DWP maternity certificate (MAT B1)	Destroy 6 years after end of maternity leave	The Maternity & Parental Leave Regulations 1999

HUMAN RESOURCES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
ABSENCE ATTENDANCE AND LEAVE	MEDICAL LEAVE		Signed Statement of Fitness for work (formally 'sick notes') Signed Self certificate of absence form	Destroy 6 years after end of medical leave	Management of Health and Safety at Work Regulations 1999; Statutory Sick Pay (General) Regulations 1982; Limitation Act 1980
ABSENCE, ATTENDANCE AND LEAVE	PARENTAL LEAVE		Correspondence Parental leave form	Destroy 6 years after completion of entitlement	The Maternity & Parental Leave Regulations 1999
ABSENCE, ATTENDANCE AND LEAVE	PATERNITY LEAVE		Correspondence SC3 Paternity leave form	Destroy 6 years after completion of entitlement	The Maternity & Parental Leave Regulations 1999
ABSENCE, ATTENDANCE AND LEAVE	SHARED PARENTAL LEAVE		Application forms Meeting notes Correspondence	Destroy 6 years after end of shared parental leave.	The Shared Parental Leave Regulations 2014
ABSENCE, ATTENDANCE AND LEAVE	SPECIAL LEAVE		Special leave form Career break form Correspondence	Destroy 6 years after completion of special leave	Business need
ALLOWANCES			Overtime claims Uniform Travelling Subsistence Higher duties Expense claims	Destroy 3 years after end of financial year in which action was completed	National Audit Office/Inland Revenue advice
BOARDS AND GROUPS			Agenda Correspondence Minutes Reports Chair's Brief	Destroy 5 years after action completed	Business need

HUMAN RESOURCES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
COMPENSATION CLAIMS			Compensation claim form Correspondence Appeals	Destroy 7 years after finalisation of claim	Limitation Act 1980
DISCIPLINE	FORMAL WARNINGS		Alleged offence details Formal disciplinary letter Interview notes Reports Action taken details Appeal request Appeal outcome minutes Supporting evidence	Destroy 6 years after expiry of warning. If the action results in loss of pay, keep until 100th birthday of employee	Limitation Act 1980, Pension administration House of Commons Staff Handbook (Chapter 20:12), House of Lords Staff Handbook
DISCIPLINE	INFORMAL ACTION (HC)		Alleged offence details Informal warning letter Interview notes Note of informal warning Reports Action taken details Minutes	Destroy 2 years after date of informal warning Note: Managers should delete any notes of informal action and informal support 6 months after warning expires.	House of Commons Staff Handbook
DISCIPLINE	INFORMAL WARNINGS (HL)		Alleged offence details Informal warning letter Interview notes Note of informal warning Reports Action taken details Minutes	Destroy when informal warning expires Note: Managers should delete any notes of informal action and informal support immediately after warning expires.	House of Lords Discipline Procedures

HUMAN RESOURCES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
DISCIPLINE	PENDING		Alleged offence details Correspondence Interview notes Reports	Destroy 6 years after initial allegation is made if alleged offence is still pending action Once outcome of allegation is known. Move documents either to the unsubstantiated or substantiated section of the staff member's personnel file before closing folder.	House of Commons Staff Handbook, House of Lords Staff Handbook, business need
DISCIPLINE	UNSUBSTANTIATED		Alleged offence details Interview notes Reports	Destroy immediately after allegations of misconduct are proven to be unfounded.	House of Commons Staff Handbook, House of Lords Staff Handbook, business need
DISCIPLINE	SUBSTANTIATED		Alleged offence details Interview notes Reports Action taken details Appeal request Appeal outcome Minutes	Destroy 6 years after action completed. If the action results in loss of pay, keep until 100th birthday of employee	Limitation Act 1980; Pension administration
EMPLOYEE RELATIONS	EMPLOYMENT TRIBUNALS		Reports Correspondence	Destroy 6 years after completion of case	Limitation Act 1980
EMPLOYEE RELATIONS	NEGOTIATIONS		Pay awards Agreements Correspondence Minutes Meeting notes	Destroy 12 years after completion of negotiation or class action	Limitation Act 1980

HUMAN RESOURCES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
EMPLOYEE RELATIONS	NEGOTIATIONS		Formal pay agreements	Destroy 30 years after final agreement	Business need
EMPLOYEE RELATIONS	NEGOTIATIONS		Terms and conditions	Transfer to the Parliamentary Archives immediately after completion of negotiation	Historical value
EMPLOYEE RELATIONS	STAFF SUGGESTIONS		Suggestion forms Correspondence	Destroy 2 years after action completed	Business need
EMPLOYEE RELATIONS	STAFF SURVEY		Staff survey development Correspondence Report	Destroy 10 years after staff survey superseded Individual responses to corporate staff surveys are not kept for this period of time. All responses are sent confidentially to the company conducting the survey on behalf of the organisation. These responses are collated by the company who then produces the results and destroys the individual responses.	Business need
EMPLOYEE RELATIONS	STAFF SURVEY		Corporate staff surveys	Destroy 1 year after final report is written	Business need
EMPLOYEE RELATIONS	STAFF SURVEY		Local staff surveys Local results	Destroy 5 years after survey completed	Business need

HUMAN RESOURCES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
EMPLOYEE RELATIONS	TRADE UNIONS	ADVICE	Correspondence	Destroy 10 years after last action	Business need
EMPLOYEE RELATIONS	TRADE UNIONS	AGREEMENTS	Formal agreements Tacit agreements	Destroy 10 years after termination of agreement	Business need
EMPLOYEE RELATIONS	TRADE UNIONS	INDUSTRIAL DISPUTES	Correspondence Interview notes Minutes Reports	Destroy 10 years after settlement of case	Business need
EMPLOYEE RELATIONS	TRADE UNIONS	MEETINGS	Correspondence Minutes Agenda	Destroy 10 years after last action	Business need
EMPLOYEE RELATIONS	TRADE UNIONS	TRADE UNION RECOGNITION	Correspondence Collective agreements	Transfer to the Archives 10 years after recognition decision made.	Historical value

HUMAN RESOURCES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
EMPLOYEE RELATIONS	WHITLEY COMMITTEE		Agreements Correspondence Minutes	Transfer to Parliamentary Archives when action completed	Historical value
EMPLOYMENT CONDITIONS	EMPLOYEE CONTACT INFORMATION		Address details	Destroy 6 years after employment ceases	Business need
EMPLOYMENT CONDITIONS	EMPLOYEE DIVERSITY INFORMATION		Diversity/ Equality Form Ethnicity, gender, disability data	Destroy 6 years after employment ceases	Business need
EMPLOYMENT CONDITIONS	HEALTH DECLARATIONS		Health declaration form	Destroy 40 years after employment ceases	Management of Health and Safety at Work Regulations 1999
EMPLOYMENT CONDITIONS	TUPE (TRANSFER OF UNDERTAKINGS [PROTECTION OF EMPLOYMENT] REGULATIONS)		Business case Meeting notes Organisation structures Transfer agreements Employer liability information Communication plans	Destroy 6 years after TUPE process ends. Note: Information relating to changes made to an individual's employment conditions under TUPE should be kept with their other Work History information.	Business need; Limitation Act 1980
EMPLOYMENT CONDITIONS	WORK HISTORY		Terms and conditions Letter of Appointment Acceptance letter Supporting documentation Staff change form Complete sick leave absence record Working time directive opt-out form Higher duties and promotion Transfer/Secondment letter	Destroy when individual reaches 100th birthday (or 5 years after last action if later)	References; Pension administration and litigation; Statutory Sick Pay (General) Regulations 1982

HUMAN RESOURCES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
EVENT ADMINISTRATION			Acceptances Agenda Ballots Correspondence Guest lists Invitation Staff selection	Destroy 3 years after the event	Business need
GRIEVANCES (HC & PDS)	INFORMAL GRIEVANCE		Notes	Destroy 1 year after last action	Business need
GRIEVANCES (HC & PDS)	FORMAL GRIEVANCES		Action taken External harrassment investigators' Internal mediators' evaluations from the Interview notes parties Preliminary assessment Recommendations Reports	Destroy 6 years after outcome of case	Limitation Act 1980; House of Commons Handbook
GRIEVANCES (HC & PDS)	RESPECT CASES		Reports Action taken Interview notes	Destroy 6 years after outcome of case Note: Certain information relating to records of informal and formal procedures will be held by the Diversity Manager for monitoring purposes.	Limitation Act 1980; House of Commons Handbook
GRIEVANCES (HL)			Reports Action taken External harrassment investigators' report Internal mediators' evaluations from the parties Interview notes Preliminary assessment Recommendations	Destroy 7 years after outcome of case	Limitation Act 1980; House of Lords Grievance Procedures

HUMAN RESOURCES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
INSURANCE			Insurance policy Correspondence Policy renewal notice	Destroy 6 years after end of financial year in which policy expires	Limitation Act 1980
LEARNING AND DEVELOPMENT			Information relating to the bookings and administration, and development and content of: Training Informal learning Coaching and Mentoring Online learning Professional qualifications Induction courses	Destroy 6 years after course held	Business need
LEARNING AND DEVELOPMENT			Staff training logs	Review 6 years after employment ceases Note: Destroy all training records <u>except</u> those recording training on exposure to noise, asbestos and other hazardous materials. Destroy training records on exposure to noise, asbestos and other hazardous materials 40 years after employment ceases.	Control of Asbestos Regulations 2006; Control of Lead at Work Regulations 2002; Control of Substances Hazardous to Health (Amendment) Regulations 2004
LEAVERS	DEATH IN SERVICE		Correspondence	Destroy 6 years after employment ceases	Business need
LEAVERS	MANAGED EXITS (HC & PDS)		Application form Assessment Correspondence Quote Exit interview Redundancy payment	Destroy successful applications 6 years after employment ceases Note: Data also held on HAIS/HAISL systems and in hardcopy. Delete data from system 6 years after employment ceases.	Limitation Act 1980
			Unsuccessful applications	Destroy 2 years after application unsuccessful Note: Data also held on HAIS/HAISL systems and in hardcopy. Delete data from system 2 years after scheme ceases.	Business need
			Proposals relating to application of scheme	Destroy 6 years after scheme ceases	Limitation Act 1980

HUMAN RESOURCES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
LEAVERS	OUTSTANDING PAYMENTS		Change form Correspondence	Destroy when individual reaches 100th birthday (or 5 years after last action if later)	Limitation Act 1980
LEAVERS	RESIGNATION		Correspondence Exit interview	Destroy 6 years after employment ceases	Limitation Act 1980
LEAVERS	RETIREMENT		Correspondence Exit Interview	Destroy 6 years after employment ceases	Limitation Act 1980
PAY	BENEFITS	CHILDCARE VOUCHERS	Application form Agreement signed by employee Correspondence	Destroy 4 years after entitlement ceases	Business need
PAY	BENEFITS	LOANS	Correspondence Application form Receipts	Destroy 6 years after loan repaid	Business need
PAY	NON-PENSIONABLE RECORDS	BANK DETAILS	Current bank details	Destroy 3 years after end of financial year in which employment ended	National Audit Office/Inland Revenue advice

HUMAN RESOURCES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
PAY	NON-PENSIONABLE RECORDS	INCOME TAX AND NATIONAL INSURANCE	Notice of Tax code change Annual return of pay and tax deducted Correspondence with tax office	Destroy 6 years after end of the financial year to which the records relate	Income Tax (Pay As You Earn) Regulations 2003; Taxes Management Act 1970
PAY	NON-PENSIONABLE RECORDS	OVER PAYMENTS AND ADVANCES	Correspondence Repayment agreement Advance payment agreement	Destroy 6 years after repayment or write-off	Limitation Act 1980
PAY	NON-PENSIONABLE RECORDS	SALARY PAYMENT DETAILS	Payslips Payment records Payroll input forms Maternity/Paternity pay document Bonuses	Destroy 3 years after end of financial year records relate to	National Audit Office/Inland Revenue advice; Taxes Management Act 1970; Statutory Maternity Pay (General) Regulations 1986
PAY	PAY SYSTEMS		Calculations relating to increases in rates of pay for staff following a pay reward Authorities to payroll Correspondence Questions from staff relating to rates of pay, non-consolidated payments etc	Destroy when individual reaches 100th birthday (or 5 years after last action if later)	Pensions administration; Business need

HUMAN RESOURCES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
PAY	PENSION RECORDS		Annual return of pay and tax deducted Maternity/Paternity pay document Bonuses Payroll history Details of Estimates and awards Additional voluntary contributions (AVCs) Marriage, death certificates or similar (copies) Death benefit nomination or revocation forms Unpaid leave periods Sick absence records Disciplinary action affecting terms and conditions or salary, records of Appointment letter Probation confirmation Records of payments made/received Resignation, termination and retirement letters to staff	Destroy when individual reaches 100th birthday (or 5 years after last action if later)	Pensions administration; Business need
PENSION SCHEME MANAGEMENT	SCHEME CONTRACT		Pension Scheme Contract Correspondence (concerning contract)	Destroy 6 years after contract with pension scheme ceases	Limitation Act 1980
PENSION SCHEME MANAGEMENT	SCHEME ADMINISTRATION		Correspondence Reports Benefit Statement proofs	Destroy 6 years after scheme year to which records relate	Occupational Pension Schemes (Scheme Administration) Regulations 1996 (SI 1996/1715)
PERFORMANCE MANAGEMENT	ANNUAL EMPLOYEE PERFORMANCE		Staff appraisal form Inefficiency performance correspondence	Destroy 6 years after end of reporting year	Business need
PERFORMANCE MANAGEMENT	COMPETENCIES		Core Competency framework Framework development	Transfer to Parliamentary Archives when framework superseded	Historical value

HUMAN RESOURCES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
PERFORMANCE MANAGEMENT	MANAGING POOR PERFORMANCE (HC & PDS)		Correspondence Note of informal discussion Written warning Minutes Performance targets Report	Destroy 6 months after warning expires	House of Commons Staff Handbook
PERFORMANCE MANAGEMENT	MANAGING CAPABILITY (HL)		Correspondence Note of informal discussion Written warning Minutes Performance targets Report	Destroy 6 months after warning expires Note: If formal capability procedure is reopened before the end of six months, retention for these records must be reset.	House of Lords Staff Handbook
PLANNING AND STRATEGY			Agenda Minutes Team/department forecast planning Resource plans	Destroy 5 years after end of year records relate to	Business need
POLICY MAKING			Correspondence Policy Precedent records Working papers	Transfer to Parliamentary Archives when policy superseded/becomes obsolete	Historical value
PROCEDURES AND GUIDANCE	CORPORATE		Staff handbook Guidance documents	Transfer to Parliamentary Archives when procedure/guidance superseded	Historical value
PROCEDURES AND GUIDANCE	DEPARTMENTAL		Local office procedures	Destroy 1 year after procedure/guidance superseded	Business need

HUMAN RESOURCES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
PROGRAMME MANAGEMENT			Programme Board papers Board papers Business case and supporting documentation Business case review Closure report Inspection reports Lessons learned document Minutes	Transfer to the Parliamentary Archives 6 years after programme completed Note: Any documents relating to policy development should be moved to Policy Making when programme completed.	Historical value
PROGRAMME MANAGEMENT			All other documents emanating from the programme Activities and overview Activity Route Map Approval proposals Assumptions log Business case review Correspondence Feasibility studies Formal review report Highlight report Programme blueprint Programme plan Programme timetable Resource plan Risk logs Surveys	Destroy 6 years after completion of programme	Business need
PROJECT MANAGEMENT			Project Board papers Board papers Business case and supporting documentation Business case review Closure report Inspection reports Lessons learned document Minutes	Transfer to the Parliamentary Archives 6 years after project completed	Historical value

HUMAN RESOURCES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
PROJECT MANAGEMENT			<p>All other documents emanating from the project</p> <p>Activites and overview Activity Route Map Approval proposals Assumptions log Business case review Correspondence Feasibility studies Formal review report Highlight report Programme blueprint Programme plan Programme timetable Resource plan Risk logs Surveys</p>	<p>Destroy 6 years after completion of project</p>	<p>Business need</p>
RECRUITMENT	ANALYSIS		<p>Diversity/Equality forms Anonymised summary about job applicants</p>	<p align="center">Destroy 3 years after completion of appointment</p> <p>This disposal instruction refers to forms completed as part of an individual's initial job application. For disposal instructions for diversity / equality information completed by staff during their employment see Employment Conditions - Employee Diversity Information</p>	<p>Civil Service Commission – Recruitment Principles 2014; Equality Act 2010</p>
RECRUITMENT	CAMPAIGNS	JOB ADVERTISEMENT	<p>Job advert Advert development</p>	<p align="center">Destroy 3 years following the completion of appointment</p> <p>Note: Copies may be kept in individuals' personnel file to be used as reference for future recruitment.</p>	<p>Civil Service Commission – Recruitment Principles 2014</p>
RECRUITMENT	CAMPAIGNS	FORM REQUESTS	<p>Correspondence</p>	<p>Destroy 3 years following the completion of appointment</p>	<p>Civil Service Commission – Recruitment Principles 2014</p>
RECRUITMENT	CAMPAIGNS	SELECTION DOCUMENTATION	<p>Sift form Interview notes Board reports</p>	<p>Destroy 3 years following the completion of appointment</p>	<p>Civil Service Commission – Recruitment Principles 2014</p>

HUMAN RESOURCES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
RECRUITMENT	CAMPAIGNS	CANDIDATES	Application form Curriculum vitae Certificates Test Results References	Destroy 3 years following the completion of appointment Note: Move the successful candidate's records to their personnel file under: Recruitment– Successful application	Civil Service Commission – Recruitment Principles 2014
RECRUITMENT	CAMPAIGNS	DEPARTMENTAL PREPARATION	Draft job descriptions Correspondence	Destroy 3 years following the completion of appointment	Civil Service Commission – Recruitment Principles 2014
RECRUITMENT	INDUCTION AND PROBATION		New starters form Probation forms Induction activities	Destroy 3 years after action completed	Civil Service Commission – Recruitment Principles 2014
RECRUITMENT	RECRUITMENT AUTHORISATION PANEL		Meeting notes Agenda Minutes Papers	Transfer to the Parliamentary Archives after meeting held	Historical value
RECRUITMENT	REGISTERS		Work experience log	An active record, updated regularly. If log becomes superseded/obsolete/redundant, destroy 1 year after last action	Business need
RECRUITMENT	SUCCESSFUL APPLICATION		Application form Curriculum vitae Certificates	Destroy 6 years after employment ceases	Limitation Act 1980; Chartered Institute of Personnel and Development (CIPD) guidelines
			Test Results	Destroy 3 years following completion of appointment	Civil Service Commission – Recruitment Principles 2014
			References	Destroy 6 years after last action	Limitation Act 1980; Chartered Institute of Personnel and Development (CIPD) guidelines

HUMAN RESOURCES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
RECRUITMENT	UNSOLICITED APPLICATIONS		Applications for employment Correspondence	Destroy 1 year after application received	Business need
REPORTING			Statistics Employee change log Grievance registers Reports	Destroy 3 years after last action	Business need
			Recruitment grid	Destroy 6 years after grid is superseded Note: As a report, this information should be retained for 6 years removing names. Information relating to unsuccessful candidates should be removed after 1 year.	Business need
SECURITY	REGISTERS		Register of security clearances issued to employees	An active document, updated regularly. Destroy data older than 5 years	Business need
SECURITY	INITIAL SECURITY CLEARANCE CHECKS		Full application forms	Destroy 5 years after receipt of application	Business need
SECURITY	SECURITY CLEARANCE RENEWAL		Renewal form	Destroy 5 years after receipt of application	Business need
SECURITY	CRIMINAL RECORD CHECKS		Criminal record checks Correspondence	Destroy 5 years after action completed	Business need

HUMAN RESOURCES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
STAFF RECOGNITION			Correspondence Nomination forms Recognition details	Transfer to the Parliamentary Archives after recognition process complete	Historical value
			Departmental recognition awards (HC & PDS only)	Destroy 2 years after recognition awarded	Business need
WHISTLEBLOWING			Reports Interview notes Action taken	Destroy 6 years after outcome of case Note: Certain information relating to records of informal and formal procedures will be held by the Diversity Manager for monitoring purposes.	House of Commons Policy on Disclosing Malpractice or Impropriety Policy, House of Lords Policy on Disclosing Malpractice
WORK PLACEMENTS	SCHEME MANAGEMENT		Proposals relating to funding Correspondence Negotiations for additional placements	Destroy 6 years after scheme ceases	Limitation Act 1980
WORK PLACEMENTS	INTERNSHIPS AND PLACEMENTS		Correspondence Application forms Terms and Conditions Details of work performed	Destroy 1 year after end of calendar year in which placement ends	Business need
WORK PLACEMENTS	WORK EXPERIENCE		Correspondence Application forms Terms and Conditions Details of work performed	Destroy 1 year after end of calendar year in which placement ends	Business need
WORKFORCE PLANNING	STAFF COMPLEMENT		Organograms Headcounts Age/gender profile	Destroy 3 years after final document superseded	Business need
WORKFORCE PLANNING	RESOURCING		Circulation lists Application for approval to fill a vacancy form Resource request forms Business cases for new posts	Destroy 1 year after last action	Business need
WORKFORCE PLANNING	JOB EVALUATION		Correspondence Reports Assessments Job analysis forms Scoring sheets Working papers	Destroy 7 years after review complete	Business need

HUMAN RESOURCES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
WORKFORCE PLANNING	TALENT MANAGEMENT		Core Competency Framework Framework development	Transfer to the Parliamentary Archives when framework superseded.	Historical value
			Skills registers	Destroy immediately once register is superseded.	Business need
			Succession Planning	Destroy 5 years after plan finalised.	Business need

INFORMATION MANAGEMENT

KEYWORD 1: INFORMATION MANAGEMENT					
The function by which the Houses collect, manage, preserve, provide access to and, where appropriate, dispose of information and information resources they hold.					
Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
ADVICE			Correspondence	Destroy 5 years after action completed	Business need
BOARDS AND GROUPS			Agenda Circulated papers Circulation lists Correspondence Minutes	Destroy 5 years after action completed	Business need
COMPLIANCE	DATA PROTECTION		Correspondence Copies of information disclosed Working papers	Destroy 2 years after case closure	Business need; Data Protection Act 1998
COMPLIANCE	ENVIRONMENTAL INFORMATION REGULATIONS		Correspondence Copies of information disclosed Complaint records	Destroy 5 years after case closure	Business need; Best practice
COMPLIANCE	FREEDOM OF INFORMATION	REQUESTS	Correspondence Copies of information disclosed Complaint records	Destroy 5 years after case closure	Business need; Best practice
			Original certificates signed under 34(3) and/or 36(7)	Transfer to Parliamentary Archives Note: Draft copies of certificates held electronically will be deleted with other records relating to that activity.	Historical value
			House of Commons: From request correspondence, in the case of an exemption under s.34 and/or s.36: Original request Final response	Transfer to the Parliamentary Archives	Historical value
COMPLIANCE	FREEDOM OF INFORMATION	LOGS	Freedom of Information request log Freedom of Information disclosure log	House of Commons: Transfer to Parliamentary Archives when log superseded/closed House of Lords: Destroy 5 years after log superseded/closed Note: Any logs which also feature on the Internet should not be retained longer than the period stated for retention of the master copy.	House of Commons: Historical value House of Lords: Business need

INFORMATION MANAGEMENT

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
COMPLIANCE	FREEDOM OF INFORMATION	PUBLICATION SCHEME	Consultation papers Correspondence	Destroy 3 years after version of scheme is superseded	Business need
CONTROL			File list SharePoint registry Taxonomies Templates	Active records, updated regularly. If record is superseded/becomes obsolete destroy 10 years after last action	Business need
DISPOSAL			Appraisal criteria Appraisal decision forms Correspondence Signed destruction authorisation forms Lists of record destroyed Record transfer forms	Transfer to Parliamentary Archives immediately after action completed Note: Transfer/export instruction applies to copies held by the Parliamentary Archives only . Local copies of this information should be reviewed and destroyed after 10 years.	Historical value
INTELLECTUAL PROPERTY			Copyright declaration forms Correspondence Reproduction rights	Destroy 6 years after end of year records relate to	Limitation Act 1980
LICENSING			Software licence Software request Usage information Quote from supplier	Destroy 5 years after licence expires	Business need
MONITORING			Assessments notes Surveys	Interview Reports Destroy 7 years after end of year records relate to	Business need
PLANNING AND STRATEGY			Agenda Minutes Team/department forecast planning Resource plans	Destroy 5 years after end of year records relate to	Business need
POLICY MAKING			Correspondence Policy Precedent records Working papers	Transfer to Parliamentary Archives when policy is superseded/becomes obsolete	Historical value

INFORMATION MANAGEMENT

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
PROCEDURES AND GUIDANCE			Manuals, instructions and other guidance	Destroy 5 years after procedures superseded/become obsolete	Business need
PROGRAMME MANAGEMENT			Programme Board papers (including but not limited to): Board papers Business case Business case review Closure report Inspection reports Lessons learned document Minutes	Transfer to Parliamentary Archives 6 years after programme completed Note: Record Officers for departments who hold this type of record should contact the Information and Records Management Service to arrange export	Historical value
PROGRAMME MANAGEMENT			All other documents emanating from the Programme, including: Activities and overview Activity Route Map Approval proposals Assumptions log Business case review Correspondence Feasibility studies Formal review report Highlight report Plans and drawings Programme blueprint Programme plan Programme timetable Resource Plan Risk assessment reports Risk logs Surveys	Destroy 6 years after completion of programme	Business need
PROJECT MANAGEMENT			Project Board papers (including but not limited to): Business case Board papers Closure Report Lessons learned Document Project Implementation Document (PID) Post implementation Review Document	Transfer to Parliamentary Archives 6 years after project completed Note: Record Officers for departments who hold this type of record should contact the Information and Records Management Service to arrange export	Historical value

INFORMATION MANAGEMENT

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
PROJECT MANAGEMENT			All other documents emanating from the Project, including: Activity route map Business case review Correspondence Highlight report Implementation plan Inspection reports Maps, plans, drawings Photographs Project Brief Project lifecycle plan Risk assessment Process analysis and design Project issues log Project plan Project risk log Surveys	Destroy 6 year after project completed	Business need
REPORTING			Statistics Working papers	Destroy 7 years after report completed	Business need
RISK MANAGEMENT			Correspondence Incident register Risk register	Destroy 7 years after end of year records relate to	Business need
SECURITY			Correspondence Information security breaches Logs Protective marking scheme Working papers	Destroy 5 years after last action	Business need
			Signed Record Officer Code of Practice Signed Records Management Code of Practice	Destroy 6 months after individual ceases to be a Record Officer	Business need; Data Protection Act 1998

INFORMATION SYSTEMS AND TECHNOLOGY

KEYWORD 1: INFORMATION SYSTEMS AND TECHNOLOGY

The function of developing, testing and implementing applications and databases to support the business needs of the Houses of Parliament to access, capture, store, retrieve, transfer, communicate and disseminate information through automated systems (voice and data).

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
APPLICATION DEVELOPMENT			Business rules Development proposal Feasibility study Flowchart Installation guide Pilot test sheets Rectification Release document Survey Support manual Specifications Test report Wireframe document	Destroy 3 years after application becomes redundant/ is replaced	Business need
BOARDS AND GROUPS			Agenda Circulated papers Circulation lists Correspondence Minutes	Destroy 5 years after end of year to which records relate	Business need
ENTERPRISE ARCHITECTURE			Software updates	Destroy 3 years after software becomes redundant/ is replaced	Business need
INCIDENT MANAGEMENT			Correspondence Investigation working papers Lessons learned document Report	Destroy 5 years after action completed	Business need
LICENSING			Software licence Software request Named users list Quote from supplier Usage Information	Destroy 1 year after licence expires.	Principle 5 of the Data Protection Act 1998; Business need
MONITORING	EVALUATION		Service improvement checks	Destroy 3 years after action completed	Business need
MONITORING	LOGS		IT Forensic Log	Destroy 1 year after action completed	Business need

INFORMATION SYSTEMS AND TECHNOLOGY

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
OPERATIONS	HELPDESK		Helpdesk (case) records	Destroy 1 year after action completed	Business need
OPERATIONS	APPLICATION SUPPORT		Hardware support	Destroy 1 year after action completed	Business need
OPERATIONS	MESSAGE BUREAU		Message Bureau system records	Destroy 6 months after action completed	Business need
OPERATIONS	LOGS		Telephone log system records Web filtering log records	Destroy 1 year after action completed	Business need
OPERATIONS	SERVICE CALLS		Message Bureau system records	Destroy 3 months after action completed	Business need
PERFORMANCE MANAGEMENT			Performance reports	Destroy 3 years after end of year to which records relate	Business need
PLANNING AND STRATEGY			Agenda Minutes Team/department forecast planning	Destroy 3 years after end of year to which records relate	Business need
POLICY MAKING			Correspondence Policy Precedent records Working papers	Transfer to Parliamentary Archives when policy superseded	Historical value
PROCEDURES AND GUIDANCE			Manuals, instructions and guidance	Destroy 3 years after procedures superseded/ becomes obsolete	Business need
PROGRAMME MANAGEMENT			Programme Board papers (including but not limited to): Board papers Business case Business case review Closure report Inspection reports Lessons learned document Minutes Project Brief Project Implementation Document	Transfer to Parliamentary Archives 6 years after programme completed	Historical value

INFORMATION SYSTEMS AND TECHNOLOGY

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
PROGRAMME MANAGEMENT			All other documents emanating from the Programme, including: Activities and overview Activity Route Map Approval proposals Assumptions log Business case review Correspondence Feasibility studies Formal review report Highlight report Plans and drawings Programme blueprint Programme plan Programme timetable Resource Plan Risk assessment reports Risk logs Surveys	Destroy 6 years after programme completed	Business need
PROJECT MANAGEMENT			Project Board papers (including but not limited to): Business case Board papers Closure Report Lessons Learned Document Project Implementation Document (PID) Post Implementation Review Document	Transfer to Parliamentary Archives 6 years after project completed	Historical value

INFORMATION SYSTEMS AND TECHNOLOGY

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
PROJECT MANAGEMENT			All other documents emanating from the Project, including: Activity route map Business case review Correspondence Highlight report Implementation plan Inspection reports Maps, plans, drawings Photographs Project Brief Project lifecycle plan Risk assessment Process analysis and design Project issues log Project plan Project risk log Surveys	Destroy 6 years after project completed	Business need
REPORTING			Statistics Working papers	Destroy 5 years after end of year records relate to	Business need
RESEARCH			Research paper Working papers	Destroy 3 years after action completed	Business need
RISK MANAGEMENT			Correspondence Risk register Working papers	Destroy 3 years after end of year to which records relate	Business need
SECURITY	ASSESSMENTS		Assessments of information systems & technology security standards	Transfer to Parliamentary Archives on finalisation of assessment	Historical value
SECURITY	REPORTS		Correspondence Security infringement reports	Destroy 1 year after action completed	Business need

LEGAL SERVICES

KEYWORD 1: LEGAL SERVICES					
The function of providing legal services to Parliament. Includes the interpretation and provision of advice to Parliament regarding legal matters, the drawing up of legal agreements and the handling of legal action and disputes.					
Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
ADVICE			Correspondence, including requests for advice from internal clients and advice provided, regarding: Charities Contempt of the House and Penal Jurisdictions Copyright Data Protection Freedom of Information Human Rights Privilege Procedure Public Inquiries Standards in Public Life Judicial Review	Transfer to Parliamentary Archives	Historical value
CLAIMS			Correspondence	Destroy 7 years after settlement or withdrawal date.	Limitation Act 1980
			Correspondence for claims regarding personal injury	Destroy 15 years after settlement or withdrawal date	Business need
INTELLECTUAL PROPERTY			Correspondence Supporting documentation	Transfer to Parliamentary Archives	Historical value; Business need
LITIGATION			Correspondence relating to issues setting a legal precedent	Transfer to Parliamentary Archives	Historical value; Business need
			Correspondence relating to individual employment cases	Destroy 7 years after settlement or withdrawal date	Limitation Act 1980
PLANNING AND STRATEGY			Agenda Minutes Team/department forecast planning Resource plans	Destroy 5 years after end of year which records relate to	Business need
PROCEDURES AND GUIDANCE			Circulars Guidance Manuals	Destroy 5 years after procedures superseded/become obsolete.	Business need

LEGISLATION

KEYWORD 1: LEGISLATION

The function of managing and administering the passage of government bills, private Members' bills, private legislation, hybrid bills, delegated legislation (excluding consideration by select or joint committees) and Church of England measures through Parliament.

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
BALLOTS			Ballot book (Private Members' Ballots) (HC only) Daily update of ballot book circulated with the Vote Bundle (Private Members' Ballots) (HC only)	Destroy 5 years after last action	Business need
MEASURES			Draft measures (circulated to Ecclesiastical committee members) Certified proof copies of measures Comments and explanations by the General Synod Correction slips Royal Assent Transcripts of deliberations Vellums	Transfer to Parliamentary Archives at end of session records relate to	Historical value
PARLIAMENTARY PROCEDURE	GOVERNMENT BILLS PROCEDURE		Correspondence Notes	Destroy 5 years after last action Note: If information is likely to be of use beyond 5 years, it should be added to a precedent file.	Business need
PARLIAMENTARY PROCEDURE	GUIDES AND LEAFLETS		Guidance notes Leaflets	Transfer to Parliamentary Archives 5 years after last action	Historical value
PARLIAMENTARY PROCEDURE	PRECEDENT FILES		Correspondence Notes	Review 5 years after last action. Transfer to Parliamentary Archives immediately after review Note: Review records prior to transfer or export and destroy/delete published material e.g. extracts from Hansard.	Historical value
PARLIAMENTARY PROCEDURE	PRIVATE MEMBERS BILL PROCEDURE		Correspondence Notes	Destroy 5 years after last action Note: If information is likely to be of use beyond 5 years, it should be added to a precedent file.	Business need
PARLIAMENTARY PROCEDURE	STANDING ORDERS		Proofs and drafts of Standing Orders	Destroy 7 years after last action	Business need
PLANNING AND STRATEGY			Agenda Minutes Team/department forecast planning	Destroy 5 years after end of year in which records relate to	Business need

LEGISLATION

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
PRIVATE LEGISLATION			Acts: Certified proof copies of Acts Correction slips Royal Assent Vellums	Transfer to Parliamentary Archives when action completed	Historical value
PRIVATE LEGISLATION			Bills: Amendment lists (including Marshalled list of amendments (HL only) Authorities Printed Bills Correspondence (substantive) House Bills (endorsed) Petitions Private legislation material (including explanatory memoranda and notes, plans/maps and associated documentation, and precedent copies of Bills) Records of Examiner of Petitions for Private Legislation (including memorials and transcripts) Selection lists (HC only) Taxation of costs Correspondence (routine) Advice from House Counsel	Transfer to Parliamentary Archives 1 session after the end of the session to which the records relate Note: Review records prior to transfer or export and destroy/delete published material and routine records.	Historical value
			House Bills (Table copies - HC only)	Destroy 1 session after the end of the session to which the records relate	Business need
			Messages from one chamber to the other	Destroy at end of session to which the records relate	Business need
			Special Procedure Orders (including maps and plans deposited with orders) Scottish Provisional Orders (including maps and plans deposited with orders, draft orders, petitions and other associated documentation)	Transfer to Parliamentary Archives 1 session after the end of the session to which the records relate Note: Review records prior to transfer or export and destroy/delete published material and routine records.	Historical value

LEGISLATION

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
PROCEDURES AND GUIDANCE			Procedures Guidance	Transfer to Parliamentary Archives when procedures superseded/become obsolete Note: Review records prior to transfer or export and destroy/delete published material and routine records.	Historical value
			Acts: Certified proof copies of Acts Correction slips Royal Assent	Transfer to Parliamentary Archives	Historical value
PUBLIC BILLS			Bills: Advice from Parliamentary Counsel Correspondence Draft Bills House Bills (endorsed) Amendment lists (including Marshalled list of amendments –HL only) Authorities Explanatory memorandum/notes for public bills Printed Bills House Bills (Table copies- HC only)	House of Lords: Transfer to Parliamentary Archives at end of session to which the records relate Note: Review records prior to transfer or export and destroy/delete published material and routine records. House of Commons: Review one session after the end of session to which the records relate. Destroy following review Note: If information is likely to be of use beyond years, it should be added to a precedent file	House of Lords: Historical value House of Commons: Business need
			Selection lists (HC only)	Transfer to Parliamentary Archives one session after the end of the session to which the records relate	Historical value
			Supply Book (HC only)	Destroy 7 years after end of session to which the records relate	Business need
			Messages from one chamber to the other	Destroy at end of session	Business need
			Scottish Provisional Order Confirmation Bills (including amended lists, authorities, advice and other associated docs)	Transfer to Parliamentary Archives 2 years after action completed	Historical value
			Order Confirmation Bills (including amended lists, authorities, advice and other associated docs)	Note: Review records prior to transfer or export and destroy/delete published material and routine records	Historical value

LEGISLATION

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
STATUTORY INSTRUMENTS			Statutory Instruments Reference Committee correspondence Correspondence with Parliamentary Counsel Correspondence with House Counsel Transport and Works Orders and associated documentation such as plans etc.	Review 5 years after last access. Transfer to Parliamentary Archives immediately after review Note: Review records prior to transfer or export and destroy/delete published material and routine records.	Transport and Works Act 1992; Historical value

MEMBERS' SERVICES

KEYWORD 1: MEMBERS' SERVICES

The function of providing advice, guidance, support, training and other services for Members. Including pensions, policies, interpretation of the law on personnel issues, finance and library research services. This also includes the provision of private function services.

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
ADVICE			Routine advice relating to issues such as finance, information compliance, catering	<p>Destroy 5 years after action completed</p> <p>Note: If the advice records or has led to a change in Members' Services policy, it should be added to a policy file.</p>	Business need
			Members' HR advice	<p>At the beginning of a new parliament:</p> <ul style="list-style-type: none"> • Destroy if Member has left Parliament • If the advice relates to a current Member, destroy 5 years after the end of the preceding parliament 	Business need
ALLOWANCES			Bank details, records of	Destroy 3 years after end of financial year in which Member ceases to be a Member of the House of Commons or House of Lords	National Audit Office/ Inland Revenue advice
			Claim forms Correspondence Notice of payment Overpayments notification Receipts and supporting documentation	Destroy 4 years (HL) or 3 years (HC) after end of financial year in which action completed	<p>House of Lords: Guide to the Code of Conduct for Members of the House of Lords</p> <p>House of Commons: National Audit Office/ Inland Revenue advice</p>
BOARDS AND GROUPS			Agenda Correspondence Minutes Reports	Destroy 5 years after end of year records relate to	Business need
CUSTOMER SERVICE			Annual Review Correspondence Customer survey Questionnaire Report Statistics	Destroy 2 years after annual review completed	Principle 5 of the Data Protection Act 1998; business need
			Routine feedback Feedback form Suggestion form	Destroy 2 years after end of year in which feedback received	Principle 5 of the Data Protection Act 1998; business need

MEMBERS' SERVICES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
ENQUIRIES			Library research enquiries: Final written replies	Destroy after reference ceases	Business need
			Background notes Correspondence Research Short notes/ summaries	Destroy 7 years after last access	Business need
EVENT ADMINISTRATION			Acceptances Agenda and programme Booking confirmation form Correspondence Invitations Menu, selection and costings Seating plan	Destroy 3 years after action completed	Business need
			Guest list	Destroy 1 month after event had occurred	Personal details contained
INFRINGEMENTS			Correspondence Supporting documentation	Destroy 3 years after action completed	Business need
INSURANCE			Correspondence Defamation claim Policies, for example employers' liability, personal accident and travel cover Working papers	Destroy 6 years after end of financial year in which policy expires	Limitation Act 1980
LEARNING AND DEVELOPMENT			Attendance list Audio and visual presentations Confirmations Feedback forms and statistics Handouts Induction online Introductory tour format Training programme Registers Registration form Request to attend Training course review Venue booking	Destroy 5 years after last action	Business need

MEMBERS' SERVICES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
LIAISON			Correspondence Meeting notes	Destroy 3 years after last access.	Business need
PAY	BANK DETAILS		Bank details, records of Correspondence	Destroy 3 years after end of year in which employment terminated	National Audit Office/ Inland Revenue advice
PAY	BENEFITS		Childcare vouchers: Application form Contract signed by Member Correspondence	Destroy 3 years after entitlement ceases Note: Entitlement refers to an individual child, not the parent.	National Audit Office/ Inland Revenue advice
			Copy of child's birth certificate	Destroy 3 years after entitlement ceases	National Audit Office/ Inland Revenue advice
PAY	SALARY PAYMENT DETAILS		Authorisation to pay salary form Maternity/ paternity pay Payslips Payments Payroll input forms	Destroy 3 years after end of financial year in which employment terminated	National Audit Office/ Inland Revenue advice
PAY	INCOME TAX AND NATIONAL INSURANCE		Annual return of pay and tax deducted Correspondence Notice of tax code change	Destroy 6 years after end of financial year to which records relate	Income Tax (Employment) Regulations 1993
PAY	OVER PAYMENTS		Correspondence Overpayments Repayment agreement	Destroy 6 years after repayment or write-off	Limitation Act 1980
PAY	PENSION RECORDS		Additional voluntary contributions (AVCs) Correspondence Death benefit nomination/ revocation forms Estimates and award details Payroll history Marriage, birth certificates or similar	Destroy when individual reaches 100th birthday (or 5 years later if last action is later)	Pension administration; Business need

MEMBERS' SERVICES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
PENSION SCHEME MANAGEMENT			Contract Correspondence Reports Benefit statement proofs	Delete 6 years after scheme ceases/ at end of scheme year	Limitation Act 1980
PLANNING AND STRATEGY			Agenda Minutes Team/department forecast planning Resource plans	Destroy 5 years after end of year records relate to	Business need
POLICY MAKING			Correspondence Policy Precedent records Working papers	Transfer to Parliamentary Archives when policy superseded/ becomes obsolete	Historical value
PROCEDURES AND GUIDANCE			Manuals, instructions and other guidance Members' Handbooks Style guide	Transfer to Parliamentary Archives when procedure superseded/ becomes obsolete	Historical value
PROJECT MANAGEMENT			Project Board Papers , including but not limited to: Business case Board papers Closure report Lessons learned document Project Implementation Document (PID) Post Implementation Review Document	Transfer to the Parliamentary Archives after project is completed	Historical value

MEMBERS' SERVICES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
PROJECT MANAGEMENT			All other documents emanating from the Project, including: 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 and drawings Photographs Formal review report	Destroy 6 years after project completed.	Limitation Act 1980
RESEARCH PUBLICATIONS			Library note Statistical analysis and background research Surveys	Destroy 7 years after publication superseded/ becomes obsolete	Business need
REPORTING			Statistics Working papers	Destroy 5 years after end of year records relate to	Business need
SECURITY			Application for passes Security clearance renewal form Register of security clearances Criminal record checks	Destroy 5 years after action completed	Business need

OFFICIAL REPORT

KEYWORD 1: OFFICIAL REPORT

The function associated with the production of an edited verbatim report of the proceedings of Parliament in both Chambers, Lords Grand Committees, Standing Committees (including Commons Grand Committees), Select Committees and Westminster Hall.

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
PLANNING AND STRATEGY			Agenda Minutes Team/department forecast planning Resource plans	Destroy 5 years after end of year records relate to	Business need
POLICY MAKING			Correspondence Policy Precedent papers Working papers	Transfer to the Parliamentary Archives after policy superseded/becomes obsolete.	Historical value
PROCEDURES AND GUIDANCE			Official Report (Hansard) Procedures Style guide	Destroy 5 years after procedures superseded/ become obsolete	Business need
PRODUCTION			Audio records: Digital and analogue records of the proceedings	Destroy/ overwrite 1 year after creation	Business practice
			Corrections Correspondence Logs Ministerial statements Official Report - Production copy Briefing notes Written answers	Destroy 60 working days (HC) or 1 month (HL) after end date of publication of the Official Report (Hansard)	Business need
QUALITY CONTROL			Comments from Members/Ministers Monthly report Statistics Survey Working papers	Destroy 1 year after last action	Business need
REPORTING			Statistics Working papers	Destroy 5 years after end of year records relate to	Business need

PARLIAMENTARY PRIVILEGES AND STANDARDS

KEYWORD 1: PARLIAMENTARY PRIVILEGES AND STANDARDS					
The function associated with the asserting of the privileges of Parliament and of providing advice to Members and committees on the acceptable behaviour of Members. Also covers the receipt and investigation of complaints against Members.					
Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
ADVICE			Routine advice Correspondence	Destroy 5 years after last action Note: If advice relates to a new or emerging policy issue or sets a precedent, it should be added to a policy file.	Business need
COMMITTEES			House of Commons: Agenda Circulation list and papers Commissioner's progress report Corrections Evidence Informal notes Minutes Reports House of Lords: Agenda Circulations Correspondence Evidence Minutes Numbered papers Reports	Transfer to Parliamentary Archives after end of session to which records relate Note: Review records prior to transfer or export and destroy/delete published and routine records.	Historical value
COMPLAINT CASES			House of Commons Case files: Complaint Correspondence Evidence Logs Response by Commissioner Report Rectifications and dismissals	Destroy 7 years after case closed	Business need
			Referrals (HC)	Destroy 2 years after action completed	Business need
			House of Lords: Complaint Correspondence Evidence Response Report	Destroy 4 years after action completed	Business need

PARLIAMENTARY PRIVILEGES AND STANDARDS

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
COMPLAINT CASES			Complaints not investigated (HL)	Destroy 2 years after action completed	Business need
LIAISON			Correspondence Minutes	Destroy 3 years after last action Note: If information has continuing business value beyond 3 years, it should be added to a precedent or policy file.	Business need
PARLIAMENTARY PROCEDURE			Correspondence Precedent records Supporting papers	Transfer to Parliamentary Archives	Historical value
PEERAGE CLAIMS			Correspondence Registration form Supporting documentation	Transfer to Parliamentary Archives when action completed	Historical value
PLANNING AND STRATEGY			Agenda Minutes Team/department forecast planning Resource plans	Destroy 5 years after end of year records relate to	Business need
POLICY MAKING			Correspondence Policy Working papers	Transfer to Parliamentary Archives when policy superseded/becomes obsolete	Historical value
PRIVILEGE			House of Commons: Applications to raise matters of privilege Commonwealth cases on privilege Correspondence Privilege cases papers Privilege complaints and exemptions Supporting documentation	Destroy 10 years after case closed	Business need
			Referrals list	Transfer to Parliamentary Archives after list superseded	Historical value
			House of Lords: Correspondence Privilege cases Supporting documentation	Transfer to Parliamentary Archives when case closed	Historical value

PARLIAMENTARY PRIVILEGES AND STANDARDS

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
PROCEDURES AND GUIDANCE			Code of Conduct Guide to the Code of Conduct Guide to the rules Consultation papers Manuals, instructions, style guides and other guidance Members' Handbooks Proposals Reports to the House from Commissioner providing guidance on complaints	Transfer to Parliamentary Archives when updated/superseded.	Historical value
REGISTRATION OF INTERESTS	ALL-PARTY PARLIAMENTARY GROUPS' REGISTRATION (HC)		Correspondence Registration form Notification of change of circumstance	Destroy 7 years after end of year records relate to.	Business need
REGISTRATION OF INTERESTS	MEMBERS' REGISTRATION		Correspondence Registration form Notification of change of circumstance	<p align="center">House of Commons:</p> Destroy 7 years after end of year records relate to Disposal instruction applies to the master copies. Files on Members which may be ongoing will be weeded annually to remove information that is due for disposal.	Business need
REGISTRATION OF INTERESTS	MEMBERS' STAFF REGISTRATION		<p align="center">House of Lords:</p> Correspondence Registration form Notification of change of circumstance	Destroy 4 years after action completed	Business need
REGISTRATION OF INTERESTS	MEMBERS' STAFF AND PARLIAMENTARY JOURNALISTS REGISTRATION		<p align="center">House of Commons:</p> Correspondence Registration form Notification of change of circumstance	Destroy 3 months after general election or on publication of the first register of the new Parliament if individual has not re-registered	Business need

PARLIAMENTARY PRIVILEGES AND STANDARDS

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
REGISTRATION OF INTERESTS	REGISTER (HL)		Annual Update of Register of Lords' Interests	Transfer one copy to Parliamentary Archives after annual update completed	Historical value
REGISTRATION OF INTERESTS	REGISTER UPDATES (HL)		Register updates (routine)	Destroy 3 years after action completed	Business need
REPORTING			Statistics Working papers	Destroy 5 years after end of year records relate to	Business need

PARLIAMENTARY RELATIONS

KEYWORD 1: PARLIAMENTARY RELATIONS					
The function of establishing, developing and maintaining relationships with devolved assemblies, other parliamentary bodies and overseas legislative bodies.					
Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
BOARDS AND GROUPS			Agenda Correspondence Minutes Reports	Destroy 5 years after end of year to which records relate	Business need
EVENT ADMINISTRATION			Conference records of archival value: Agenda Briefs Executive minutes Final programme Invitation Report Speeches	Transfer to Parliamentary Archives 3 years after event held	Historical value; Research value
			Administration of celebrations, conferences and functions: Accommodation bookings Briefs Conference papers Correspondence Draft programmes Menu Photographs Planning meeting minutes Ticket allocations Travel bookings	Destroy 3 years after event held	Business need
GREETINGS			Correspondence	Destroy 1 year after action completed	Business need
JOINT VENTURES			Correspondence Invitations Aims and objectives document Meetings Programmes Nominations Travel arrangements	Destroy 5 years after programme ceases	Business need
PLANNING AND STRATEGY			Agenda Minutes Team/department forecast planning Resource plans	Destroy 5 years after end of year records relate to	Business need
POLICY MAKING			Correspondence Policy Precedent records Working papers	Transfer to Parliamentary Archives when policy superseded/becomes obsolete	Historical value

PARLIAMENTARY RELATIONS

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
PROCEDURES AND GUIDANCE			Visit procedures Programme guidance Administrative procedures	Destroy 10 years after last access	Business need
VISITS	DELAGATIONS		Programmes Correspondence Administrative arrangements Delegation nominations Contact details Invitations	Transfer to Parliamentary Archives 5 years after visit Note: Records should only be transferred to the Parliamentary Archives if they: - set a precedent; - demonstrate clearly the House's relationships with other countries; - add significant understanding to a topical issue; or, - illustrate clearly the House's involvement in overseas legislature.	Business need
VISITS	INWARD VISITS		Programmes Correspondence Administrative arrangements Delegation nominations Contact details Invitations	Destroy 5 years after last access	Historical value
VISITS	OUTWARD VISITS		Programmes Correspondence Administrative arrangements Delegation nominations Contact details Invitations	Transfer to Parliamentary Archives 5 years after visit Note: Records should only be transferred to the Parliamentary Archives if they: - set a precedent; - demonstrate clearly the House's relationships with other countries; - add significant understanding to a topical issue; or, - illustrate clearly the House's involvement in overseas legislature.	Historical value
VISITS	VISITORS LIST		Visitors list	An active record, updated regularly. If register is superseded/becomes obsolete/redundant, destroy 5 years after last entry	Business need

PROCUREMENT

KEYWORD 1: PROCUREMENT

The function of providing for the most favourable conditions under which goods and services can be obtained from one or more third parties at the best possible value, and for a defined contract period.

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
ADVICE			Correspondence	Destroy 6 years after action completed	Business need
BOARDS AND GROUPS			Agenda Board papers Circulation List Correspondence Minutes	Destroy 5 years after action completed	Business need
COMMERCIAL RELATIONS	COMPANY MANAGEMENT		List of approved suppliers/supplier database Supplier contact register	An active record updated regularly. Destroy 6 years after last access	Business need
COMMERCIAL RELATIONS	AGREEMENTS		Agreement Correspondence	Destroy 6 years after commercial relationship ceases	Limitation Act 1980
PLANNING AND STRATEGY			Procurement strategy Timetable	Destroy 6 years after superseded	Business need
POLICY MAKING			Correspondence Policy Working papers Precedent records Code of Ethics	Transfer to Parliamentary Archives when policy superseded/becomes obsolete	Historical value
PROCEDURES AND GUIDANCE			Procurement procedures Procurement guidance	Transfer to Parliamentary Archives when procedures/guidance superseded/becomes obsolete	Historical value

PROCUREMENT

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
PROGRAMME MANAGEMENT			Programme Board papers (including but not limited to): Board papers Business case Business case review Closure report Inspection reports Lessons learned document Minutes Project Brief Project Implementation Document	Transfer to Parliamentary Archives 6 years after programme completed	Historical value
PROGRAMME MANAGEMENT			All other documents emanating from the Programme, including: Activities and overview Activity Route Map Approval proposals Assumptions log Business case review Correspondence Feasibility studies Formal review report Highlight report Plans and drawings Programme blueprint Programme plan Programme timetable Resource Plan Risk assessment reports Risk logs Surveys	Destroy 6 years after programme completed	Business need
PROJECT MANAGEMENT			Project Board papers, including but not limited to: Business case Board papers Closure report Lessons Learned Document Project Implementation Document (PID) Post Implementation Review Document	Transfer to the Parliamentary Archives after project completed Note: Record Officers for departments who hold this type of record should contact the Information and Records Management service to arrange export	Historical value

PROCUREMENT

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
PROJECT MANAGEMENT			All other documents emanating from the Project, including: Activity route map Business case review Correspondence Highlight report Implementation plan Photographs Project Brief Project lifecycle plan Risk assessment Process analysis and design Project issues log Project plan Project risk log Surveys	Destroy 6 years after project completed	Business need
TENDERING AND CONTRACTING	CONTRACT MANAGEMENT	CONTRACT	Contract - signed Changes to requirements Form of variation Contract extension Schedule of work Surveys and inspections (equipment and supplies) Technical specification	Destroy 6 years after the end of contract Note: The end of the contract is the actual end date (including extensions) and not the forecast end date recorded in the contract. Note: For contracts under seal Destroy/Delete 12 years after closure. Refer to Legal Services Office. Record Officer to notify Records Management team when disposal instruction needs to be amended to 12 years for contracts under seal. Note: Information held in databases or an e-procurement system should be removed in accordance with the disposal instructions. Note: This also covers contracts for agency/contractor staff.	Limitation Act 1980
			Confidentiality Agreement	Destroy 10 years after the end of contract (see above for applicable notes)	Business need

PROCUREMENT

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
TENDERING AND CONTRACTING	CONTRACT MANAGEMENT	SUPPLIER PERFORMANCE	Contractor's report Timesheet Agenda Complaints Final accounts Minutes Payment disputes Performance report	<p align="center">Destroy 6 years after the end of contract</p> <p>Note: The end of the contract is the actual end date (including extensions) and not the forecast end date recorded in the contract.</p> <p>Note: For contracts under seal Destroy/Delete 12 years after closure. Refer to Legal Services Office. Record Officer to notify Records Management team when disposal instruction needs to be amended to 12 years for contracts under seal.</p> <p>Note: Information held in databases or an e-procurement system should be removed in accordance with the disposal instructions.</p>	Limitation Act 1980
TENDERING AND CONTRACTING	TENDERING	APPROVALS AND INITIATION	Project Initiation Document Tender business case Tender specification evaluation criteria Tender evaluation matrix Advert text, including prior information notice	<p align="center">Destroy 6 years after the end of contract</p> <p>Note: The end of the contract is the actual end date (including extensions) and not the forecast end date recorded in the contract.</p> <p>Note: For contracts under seal Destroy/Delete 12 years after closure. Refer to Legal Services Office. Record Officer to notify Records Management team when disposal instruction needs to be amended to 12 years for contracts under seal.</p>	Limitation Act 1980

PROCUREMENT

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
TENDERING AND CONTRACTING	TENDERING	PRE-QUALIFICATION STAGE	Supplier questionnaire Statement of interest Interest log Decision notification Debrief letter Correspondence PQQ evaluation matrix N2 report	Destroy 1 year after the award of contract Note: Information held in databases or an e-procurement system should be removed in accordance with the disposal instructions	NAO advice; Limitation Act 1980; Public Works Contracts Regulations 1991; Public Services Contracts Regulations 1993; Public Supply Contracts Regulations 1995; Consumer Protection Act 1987
TENDERING AND CONTRACTING	TENDERING	TENDER STAGE	Invitation to tender package Evaluation criteria Supplier response Site visit assessment Evaluation summary Correspondence Interview assessment Acceptance letter Rejection letter Register of returned failed tenders	Destroy successful tenders 6 years after the end of contract Destroy unsuccessful tenders 1 year after end of contract Note: The end of the contract is the actual end date (including extensions) and not the forecast end date recorded in the contract. Note: Bidders are entitled to ask for all copies of failed tenders to be returned to them. Returns of failed tenders should be documented. Note: It is not necessary to keep publicly available information on suppliers longer than needed for extracting information and making pre-selection assessments. If company accounts are retained, they should be held as reference material and not filed as records. Note: Information held in databases or an e-procurement system should be removed in accordance with the disposal instructions.	Limitation Act 1980; Public Works Contracts Regulations 1991; Public Services Contracts Regulations 1991; Public Supply Contracts Regulations 1995; Consumer Protection Act 1987

PROCUREMENT

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
TENDERING AND CONTRACTING	TENDERING	AWARD STAGE	Contract award report Award approval Award notice Recommendations	<p align="center">Destroy 6 years after the end of contract</p> <p>Note: The end of the contract is the actual end date (including extensions) and not the forecast end date recorded in the contract.</p> <p>Note: For contracts under seal Destroy/Delete 12 years after closure. Refer to Legal Services Office. Record Officer to notify Records Management team when disposal instruction needs to be amended to 12 years for contracts under seal.</p> <p align="center">Information held in databases or an e-procurement system should be removed in accordance with the disposal instructions.</p>	<p align="center">Limitation Act 1980</p>

PUBLIC RELATIONS

KEYWORD 1: PUBLIC RELATIONS					
The function of establishing and maintaining relationships with the general public through raising Parliament's public profile, as well as with Members, their staff and House staff by promoting internally					
Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
BOARDS AND GROUPS			Agenda Board papers Circulation List Correspondence Minutes	Destroy 5 years after action completed	Business need
CUSTOMER SERVICE			Annual Review: Correspondence Customer survey Questionnaire Statistics Report	Destroy 5 years after end of year annual review completed	Business need
			Routine feedback: Feedback form Suggestion form	Destroy 5 years after end of year records relate to	Business need
ENQUIRIES			Information Office enquiry records	Destroy 1 year after the end of year in which action completed	Business need
			Archives research enquiries	Destroy 1 year after the end of year in which action completed	Business need
			Daily call monitoring form and print out	Destroy 3 months after recorded	Business need
			Public Information enquiry database entries	Destroy 5 years after entry added	Business need
EVENT ADMINISTRATION			Agenda Acceptance Booking confirmation form Correspondence Invitation Guest list Menu Minutes Ticket Allocation Seating plan Attendance list Programme Timetable Passes Speaker consent form Speech	Destroy 5 years after event completed	Business need

PUBLIC RELATIONS

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
EXHIBITIONS			Advertisement Brief Brochure Correspondence Designs Invitations Layouts Maps/plans Panel text Posters Project Initiation Document	Review 5 years after exhibition closure. Transfer records of historical value to Parliamentary Archives NB Records should only be transferred to the Parliamentary Archives if they: - mark a significant event in Parliament's history; - are held as part of state occasions; or - demonstrate significant engagement with the general public.	Historical value
GREETINGS			Correspondence	Destroy 1 year after action completed	Business need
INTERNAL COMMUNICATION			Corporate Newsletter: Final newsletter	Transfer to Parliamentary Archives 1 month after newsletter published	Historical value
			Corporate Newsletter: Drafts Correspondence Photographs Research material Mailing /distribution lists Statistics Departmental Newsletters: Drafts and final Correspondence Research material Statistics Meetings: Agenda Minutes Notices and Bulletins: Drafts and final Distribution lists Statistics	Destroy 5 years after end of year in which action completed	Business need

PUBLIC RELATIONS

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
LEARNING AND DEVELOPMENT			Bookings Correspondence Course material Course outline	Destroy 5 years after programme/course completed or superseded	Business need
			Training register		
LIAISON			Correspondence Minutes Agenda	Destroy 5 years after end of year in which action completed	Business need
MARKETING			Agenda Brief Correspondence Design Distribution list Minutes Promotional materials	Destroy 5 years after last action	Business need
MEDIA RELATIONS			Filming and photography: Copyright declaration forms (completed) Correspondence Request	Destroy 5 years after action completed	Business need
			Press Communications: Briefing Invitation to press conference Press release		
			Press Communications: Weekly news to lobby journalists	Destroy 1 month after creation	Business need

PUBLIC RELATIONS

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
PLANNING AND STRATEGY			Agenda Correspondence Minutes Drafts and final plan	Destroy 5 years after end of year records relate to	Business need
POLICY MAKING			Correspondence Policy Precedent records Working papers	Transfer to Parliamentary Archives when policy superseded/becomes obsolete	Historical value
PROCEDURES AND GUIDANCE			Departmental drafts and final procedures Drafts and final guidance	Destroy 5 years after procedures superseded/obsolete	Business need
PROJECT MANAGEMENT			Project Board papers, including but not limited to: Business case Board papers Closure report Lessons Learned Document Project Implementation Document (PID) Post Implementation Review Document	Transfer to Parliamentary Archives 6 years after project completed	Historical value
PROJECT MANAGEMENT			All other documents emanating from the Project, including: Activity route map Business case review Correspondence Highlight report Implementation plan Photographs Project Brief Project lifecycle plan Risk assessment Process analysis and design Project issues log Project plan Project risk log Surveys	Destroy 6 years after project completed	Business need

PUBLIC RELATIONS

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
REPORTING			Statistics Working papers	Destroy 5 years after end of year records relate to	Business need
VISITING AND TOURS			Applications Bookings Correspondence Presentations Tour scripts	Destroy 5 years after visit/tour held	Business need
			Log book Statistics Visitors register	An active record, updated regularly. If register is superseded/becomes obsolete/redundant, destroy 5 years after last entry	Business need
			Visitor database entries	Destroy 5 years after last action on account	Business need

SCRUTINY

KEYWORD 1: SCRUTINY

The function of planning, managing, administering and supporting processes and activities relating to the work of those committees appointed to scrutinise the work, expenditure and policy of government, and other matters remitted to them by the House authorities.

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
ADVICE			Advisory notes Correspondence	Destroy 2 years after action completed	Business need
BOARDS AND GROUPS			Committee Office Management Group (House of Commons) : Agenda Circulated Papers Minutes	Transfer to Parliamentary Archives after end of session records relate to	Historical value
			Working Groups: Agenda Circulated Papers Minutes	Destroy 5 years after end of session records relate to	Business need
BUSINESS MANAGEMENT			Weekly bulletins (HC only) Bids (HC only)	Destroy 2 years after end of session records relate to	Business need
COMMITTEE MEETINGS			Agenda Briefs (Chair's) (HL only) Formal Minutes (HC only) Informal minutes (HC only) Minutes (HL only) Numbered papers (HL only) Numbered paper list (HL only)	Transfer to Parliamentary Archives after end of session records relate to	Historical value
COMMITTEE OPERATIONS	ADVICE TO CHAIR AND MEMBERS		Routine correspondence Notes	Destroy 2 years (HL) or 5 years (HC) after end of session records relate to	Business need

SCRUTINY

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
COMMITTEE OPERATIONS	CREATING AND RECONSTITUTING COMMITTEES		Correspondence Notes	<p align="center">House of Lords: Destroy 2 years after end of session records relate to</p> <p align="center">House of Commons: Destroy 1 year after end of parliament records relate to</p>	Business need
COMMITTEE OPERATIONS	COMMITTEE CORRESPONDENCE	ROUTINE CORRESPONDENCE	Correspondence Unsolicited correspondence Circulars	Destroy 2 years (HL) or 5 years (HC) after end of session	Business need
COMMITTEE OPERATIONS	COMMITTEE CORRESPONDENCE	SUBSTANTIVE CORRESPONDENCE	Correspondence Contingent Liabilities files (HC only)	Transfer to Parliamentary Archives after end of session records relate to	Historical value

SCRUTINY

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
COMMITTEE OPERATIONS	ROUTINE ADMINISTRATION		Attendance lists Circulars Circulation lists Contact lists Committee calendars Declarations of interests Members' biographies Notes to the public Programme of work Statistics Team meeting notes	Destroy 2 years (HL) or 5 years (HC) after end of session records relate to	Business need
COMMITTEE OPERATIONS	SPECIALIST ADVISERS		Appointment letter Curriculum vitae Declaration of interests Interview notes Letters of acceptance	House of Commons: Destroy 6 years after specialist adviser's contract ends	Limitation Act 1980
			Expressions of interest	House of Commons: Destroy 6 years after expression of interest received	Business need
COMMITTEE OPERATIONS	TAGS AND DEBATES		Lists of tags and debates (HC only)	Destroy 5 years after end of session records relate to	Business need
INQUIRIES	BRIEFS		Briefs Chair's notes (HC only)	Destroy 2 years (HL) or 5 years (HC) after end of session records relate to Note: Most briefs can be routinely destroyed when no longer required for business purposes. Only briefs which meet the criteria in Appendix 1 of full ARDP volume should be transferred to the Archives.	Business need

SCRUTINY

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
INQUIRIES	E-CONSULTATION		Planning note Correspondence Summary (printed)	House of Commons: Destroy 5 years after end of session that the records relate to	Business need
			Summary (unprinted)	House of Commons: Transfer to Parliamentary Archives after end of session records relate to	Historical value
INQUIRIES	EVIDENCE - ORAL		House of Lords Correspondence Lines of questioning Witnesses corrections	House of Lords: Transfer to Parliamentary Archives after end of session records relate to Note: Review records prior to transfer or export and destroy/delete published and routine records.	Historical value
			Transcripts (published)	Destroy 2 years after end of session records relate to	Business need
			House of Commons Correspondence Transcripts Witnesses Corrections	House of Commons: Destroy 5 years after end of session records relate to Note: Review records prior to transfer or export and destroy/delete published and routine records.	Business need
			Classified oral evidence (HC only)	Transfer to Parliamentary Archives after end of session records relate to	Historical value

SCRUTINY

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
INQUIRIES	EVIDENCE -WRITTEN		Calls for evidence (HL only) Memoranda list Memoranda (reported but unprinted) Memoranda (unpublished) (i.e. Neither printed nor published on the internet) Memoranda (unreported)	Transfer to Parliamentary Archives on publication of report Note: Review records prior to transfer or export and destroy/delete published and routine records.	Historical value
INQUIRIES	INQUIRY CORRESPONDENCE		Substantive correspondence	Transfer to Parliamentary Archives 2 years (HL) or 5 years (HC) after end of session records relate to Note: Review records prior to folder closure and destroy/delete copies, published material and routine correspondence.	Historical value
INQUIRIES	INQUIRY PREPARATION		Scoping note Terms of reference Literature review Call for evidence (HC only)	Destroy 2 years (HL) or 5 years (HC) after end of session records relate to	Business need
INQUIRIES	REPORT		Draft report formally considered by Committee	Transfer to Parliamentary Archives 2 years (HL) or 5 years (HC) after end of session records relate to Note: Destroy uncirculated drafts at the end of the inquiry.	Historical value

SCRUTINY

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
INQUIRIES	REPORT		Final report (published) List of amendments	Destroy 2 years (HL) or 5 years (HC) after end of session records relate to	Business need
LEGISLATIVE SCRUTINY			Additional notes Brief Evidence (unprinted) Explanatory Memorandum Draft report Legal advice Ministerial correspondence Preliminary notes Progress of scrutiny Remedial Orders Sift lists	Transfer to Parliamentary Archives 2 years (HL) or 5 years (HC) after end of session records relate to	Historical value
			Monitoring (e.g. of Human Rights judgements, developments in the European Union etc)	Destroy 10 years after last action	Business need
PLANNING AND STRATEGY			Correspondence Meeting minutes Planning for a new Parliament Resource plans	Destroy 5 years after action completed	Business need
POLICY MAKING			Correspondence Policy Working papers	Transfer to Parliamentary Archives when policy superseded	Historical value
PROCEDURES AND GUIDANCE			Practice notes Committee Office Guide (HL only) Guide for Select Committee Members (HC only) Pink Book (HC only) Red Book (HC only)	Transfer to Parliamentary Archives when procedures superseded	Historical value

SCRUTINY

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
PUBLIC APPOINTMENTS			Briefs Correspondence Draft reports considered formally by the Committee Evidence (unprinted) Interview notes	House of Commons: Transfer to Parliamentary Archives 5 years after end of session records relate to Note: Only briefs and correspondence which meet the criteria set out in Appendix 1 of full ARDP volume should be transferred to the Archives.	Historical value
REPORTING			Activity Indicators Statistics	Destroy 2 years after end of session records relate to	Business need
VISITS			Administrative arrangement Briefing pack	Destroy 2 years (HL) or 5 years (HC) after end of session records relate to	Business need
			Classified briefings from government (relating to foreign visits) (HC only)	Transfer to Parliamentary Archives 5 years after end of session records relate to	Historical value
			Clerk's visit note (HC only)	Transfer to Parliamentary Archives 5 years after end of session records relate to	Historical value

STOCK MANAGEMENT

KEYWORD 1: STOCK MANAGEMENT					
The function of managing consumable stock, from acquisition to consumption or disposal and any subsequent replenishment.					
Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
ACQUISITION			Stock/material request form Order form	Destroy 3 years after completion of stock acquisition process	Business need
DISPOSAL			Write - off register Out of date/style inventory	Destroy 3 years after completion of disposal process.	Business need
DISTRIBUTION			Stock transfers Delivery record	Destroy 3 years after completion of distribution process	Business need
MONITORING			Checklist Correspondence Delivery log	Destroy 3 years after action completed.	Business need
PLANNING AND STRATEGY			Agenda Correspondence Day-to-day planning Minutes Planning cycles	Destroy 3 years after plan/strategy is finalised.	Business need
POLICY MAKING			Correspondence Policy Precedent records Working papers	Transfer to Parliamentary Archives when policy superseded	Historical value
PROCEDURES AND GUIDANCE			Manuals Instructions Procedures	Destroy 3 years after procedures and guidance are superseded	Business need
PRODUCT DEVELOPMENT			Product design specification Design concepts Artwork development Market research Recipes Orders/print run Production master copy	Destroy 3 years after action completed	Business need
QUALITY CONTROL			Stock yield assessment Sample stock evaluations (from current suppliers) Order variation form	Destroy 3 years after assessment completed	Business need
STOCKTAKE			Inventory Manual count sheet Monitoring form Stock discrepancy check	Destroy 3 years after stock take completed	Business need

Disposal instructions and first review criteria for Parliamentary photographs

Introduction

The review criteria in this document should be used to determine whether photographic images should be transferred to the Parliamentary Archives or routinely destroyed. The disposal instructions apply to historical collections of photographs in both digital and hard-copy format, and ‘born digital’ images going forward. The tables below gives examples to guide staff when deciding how to dispose of photographs and provide general guidance on managing photographic material. The examples are illustrative, not exhaustive, and there is an acknowledgement that offices’ and teams’ needs will differ and a flexible approach will be taken with some of the instructions. If you have any questions about how to apply the criteria, please contact a member of the Information and Records Management Service (IRMS) at RMAdvisory@parliament.uk.

What to Keep

Transfer to the Parliamentary Archives those photographs of historical significance which meet the selection themes in the Parliamentary Archives [Collection and Acquisition Policy](#). This includes visual evidence of the appearance of the Parliamentary estate, members, staff and ceremonial and other high-profile occasions, or demonstrate major public engagement and outreach activities.

Categories	Disposal instruction	Notes	Justification
State occasions e.g.: <ul style="list-style-type: none"> State openings Coronations Lyings-in-state Visits by world leaders 	Transfer to the Parliamentary Archives high-resolution, original photographic images	Delete immediately: <ul style="list-style-type: none"> any images that do not meet Parliament’s editorial standards for photographs i.e. anything that isn’t suitable for inclusion in the “final set”. any images containing individuals where consent information is not held Appropriate transfer cycles should be identified for each category e.g. <ul style="list-style-type: none"> State Opening images transferred annually When an official leaves A month after an event is held 	<ul style="list-style-type: none"> Aligns with core themes in Parliamentary Archives Collection and Acquisition policy Parliamentary Archives seeking to enhance its photographic collections It is standard practice to dispose of poor quality photographs at
The Parliamentary Estate e.g.: <ul style="list-style-type: none"> Opening of a new building Major restorations Photographic surveys portraying interiors of the Palace 			
High-profile external events e.g.: <ul style="list-style-type: none"> Youth Parliament 			

<ul style="list-style-type: none"> • Speaker’s Digital Democracy 		Copies of images can be retained locally for reference and re-use after transfer to the Archives.	the point of capture
<p>Parliamentary art works e.g.:</p> <ul style="list-style-type: none"> • Unveiling of new sculptures • Portraits • Photographs of commissions in progress 		Selective or random sampling may be considered when dealing with a large collection of similar photographic records.	
<p>People in Parliament e.g.:</p> <ul style="list-style-type: none"> • Official portraits of prominent parliamentarians or House staff • New ways of working • Significant moments of change, such as staff in the Judicial Office prior to the office being disbanded, the Clerk of the House on his last day 		<p>Where possible, consent forms/information for individuals featuring in photographs will be destroyed after 5 years if the consent information has been added to the image metadata (using an appropriate system); if this is not possible, retain the consent form for the duration that the image is retained/until it becomes possible to add it to image metadata. Consent information should be retained for the same period as the image is held for.</p> <p>Images not selected for the final set but for which offices deem re-use is possible in another way may be retained in line with the disposal instructions below.</p> <p>Those managing photographic material should use their judgement and knowledge where possible to determine what constitutes a ‘high-profile’ event. For additional guidance, contact the IRMS.</p>	

What to Destroy

Photographs of more routine events, activities or less prominent individuals are likely to have a shorter-term value to Parliament than those listed above, and should normally be destroyed 5 years after the date created, or superseded. Additionally, these photographs may include individuals who do not have an expectation that these would be retained permanently e.g. at annual all staff meetings.

Categories	Disposal instruction	Notes	Justification
Routine Parliamentary events e.g.: <ul style="list-style-type: none"> Swearing in of new peers Silk Ceremonies 	Destroy 5 years after creation	Delete immediately: <ul style="list-style-type: none"> any images that do not meet Parliament’s editorial standards for photographs i.e. anything that isn’t suitable for inclusion in the “final set”. any images containing individuals where consent forms/information are not held Delete after 3 months any consent forms/information for individuals / groups where no images have been created.	Disposal instruction of 5 years is in line with the majority of retention periods for documentation around routine events, ceremonies etc, and other information captured in the Public Relations volume of the ARDP Corporate newsletters are retained permanently and will give a flavour of these activities Limited re-use and reference requirements It is standard practice to dispose of poor quality photographs at the point of capture
Routine events of internal interest e.g.: <ul style="list-style-type: none"> Retail summer fair All staff meetings 			
Routine events of external interest e.g.: <ul style="list-style-type: none"> School visits to Parliament Workshops run by regional outreach officers 			
Retail products: <ul style="list-style-type: none"> Images for inclusion in promotional materials 			
People in Parliament e.g.: <ul style="list-style-type: none"> Routine portraits of staff e.g. for inclusion in newsletters, staff directories etc Team/group photographs 			
Stock photographs e.g.: <ul style="list-style-type: none"> Stock images of Parliament Stock images of food, people, buildings 	Destroy after image becomes obsolete	Applies to images created by Parliament, or externally acquired images, used as stock images Conduct regular (at least annual) reviews of stock photographs, destroying those that are out-of-date and no longer have a re-use purpose	These images have re-use purposes on the internet, intranet, in publications, etc., but limited or no long-term value

Disposal instructions for Chamber and Committee audio-visual (AV) footage

Description	Material	Disposal Instruction	Notes
Disposal instructions for Chamber and Committee audio-visual (AV) footage	<ul style="list-style-type: none"> Digitised legacy AV footage – House of Lords (1985-2014) and House of Commons (1989-2014) 	<ul style="list-style-type: none"> Transfer to the Parliamentary Archives once the footage has been transferred to the digital platform and passed quality control checks 	<ul style="list-style-type: none"> <u>Reason</u>: Visual recordings add value to Hansard. These will also be a rich resource to support Parliamentary education and outreach activities
	<ul style="list-style-type: none"> Original tapes of AV footage – House of Lords (1985-2014) and House of Commons (1989-2014) 	<ul style="list-style-type: none"> Destroy original tapes once the footage has been transferred to the digital platform and passed quality control checks 	<ul style="list-style-type: none"> <u>Reason</u>: Blanket retention of the tapes would negate the cost savings of digitisation and it is standard practice to dispose of original tapes post-digitisation
	<ul style="list-style-type: none"> Born-digital AV footage (2015 onwards) 	<ul style="list-style-type: none"> Transfer to Parliamentary Archives at the end of the session the footage relates to 	<ul style="list-style-type: none"> <u>Reason</u>: Visual recordings add value to Hansard. These will also be a rich resource to support Parliamentary education and outreach activities
	<ul style="list-style-type: none"> Audio recordings (1978-1989) 	<ul style="list-style-type: none"> Transfer to the Parliamentary Archives a <u>selection</u> of tapes, based on pattern of previous requests for materials, and themes in the Parliamentary Archives Collection and Acquisition Policy 	<ul style="list-style-type: none"> <u>Reasons include</u>: Audio does not provide the same added value to Hansard as provided by AV material; little value for public communication and outreach activities; low number of requests to Parliamentary Broadcasting Unit for audio material