

### **What is the Authorised Retention and Disposal Policy?**

The Authorised Retention and Disposal Policy (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 UK Data Protection Act 2018 and the Freedom of Information Act 2000, as well as national and international standards.

The Disposal Policy 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).

The ARDP Covering Policy Statement includes:

- Statements on how the ARDP supports principles around management of personal data
- Recording and authorisation of disposal
- How frequently the policy is updated, and how to request amendments or changes to instructions
- Application of disposal instructions to digital systems
- Roles and responsibilities

[ARDP Policy Statement.pdf](#)

### **How the Disposal Policy works**

The ARDP is arranged into areas representing business functions, rather than by team or office. A functional approach ensures that the Policy does not need to change in the event of organisational restructures and that information held by multiple teams is only captured once.

- Each function area includes a short scope note explaining what the term covers.
- Each function area is organised into the activity terms carried out as part of that function. Additional terms are used to further define sub-processes or activities of information where appropriate.
- Examples of the types of information covered by a disposal instruction are provided under each term. Examples given are illustrative only, and not intended as an exhaustive list of all types of records, documents and data which may be created as part of that activity term.
- Details of how long information should be retained for, and how it should be disposed of is provided against each term.
- A reason for this retention period is also provided, including business, historical and legislative factors.

**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.

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

**ASSET MANAGEMENT**

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

**ASSET MANAGEMENT**

<b>Keyword 2</b>	<b>Keyword 3</b>	<b>Keyword 4</b>	<b>Sample Records</b>	<b>Disposal Instruction</b>	<b>Reason</b>
<b>COMPLIANCE</b>	<b>CERTIFICATION</b>		<b>Certificates:</b> 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  <b>Note:</b> These records may form part of a Building file. See Appendix 2 of ARDP volume	Fire Precautions Act 1971; Building Regulations 2000
<b>COMPLIANCE</b>	<b>APPLICATION</b>		Planning application Building regulations application	Transfer to Parliamentary Archives when decision on application is made  <b>Note:</b> These records may form part of a Building file. See Appendix 2 of ARDP volume	Building Regulations 2000
<b>CONSERVATION</b>			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
<b>DISPOSAL</b>	<b>ARCHIVES AND LIBRARY MATERIAL</b>		Correspondence	Destroy 6 years after action completed	Business need

**ASSET MANAGEMENT**

<b>Keyword 2</b>	<b>Keyword 3</b>	<b>Keyword 4</b>	<b>Sample Records</b>	<b>Disposal Instruction</b>	<b>Reason</b>
<b>DISPOSAL</b>	<b>ART &amp; OBJECTS</b>		<b>Auction:</b> Correspondence Auction records <b>Register:</b> Redundant furniture and fittings list	Destroy 6 years after action completed  <b>Note:</b> These records may form part of an Art and Object file. See Appendix 1 of ARDP volume	Limitation Act 1980
<b>DISPOSAL</b>	<b>BUILDINGS</b>		Correspondence Report Survey Valuation	Transfer to Parliamentary Archives after action completed.  <b>Note:</b> These records may form part of a Building file. See Appendix 2 of ARDP volume	Business need
<b>DISPOSAL</b>	<b>EQUIPMENT</b>		Records of equipment no longer fit for purpose Tip consignment Tip receipt	Destroy 6 years after action completed	Business need
<b>DISPOSAL</b>	<b>LOST PROPERTY</b>		Correspondence Dockets	Destroy 1 year after action completed	Business need
			Lost property database entries	Destroy entries over 1 year old	Business need
<b>INSURANCE</b>			Correspondence Policy document Policy renewal notice	Destroy 6 years after end of financial year in which policy expires	Business need
<b>INTELLECTUAL PROPERTY</b>			Copyright declaration forms (signed) Correspondence Reproduction rights	Destroy 6 years after end of year records relate to	Limitation Act 1980
<b>INVENTORY</b>			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**

<b>Keyword 2</b>	<b>Keyword 3</b>	<b>Keyword 4</b>	<b>Sample Records</b>	<b>Disposal Instruction</b>	<b>Reason</b>
<b>MAINTENANCE</b>	<b>PLANNED AND REACTIVE MAINTENANCE</b>		Maintenance request Minor works feasibility study Repair report	Destroy 6 years after maintenance job completed  <b>Note:</b> These records may form part of a Building file. See Appendix 2 of ARDP volume	Business need
<b>MAINTENANCE</b>	<b>HERITAGE MAINTENANCE</b>		Correspondence Maintenance application and approval (from English Heritage, Westminster Council etc.) Report	Transfer to Parliamentary Archives when maintenance completed  <b>Note:</b> These records may form part of a Building file. See Appendix 2 of ARDP volume	Historical value
<b>MAINTENANCE</b>	<b>WARRANTIES</b>		Warranty document	Destroy 1 year after end of warranty	Business need
<b>MONITORING</b>			<b>Environmental Key Performance Indicators:</b> Routine readings/measurements	An active record updated regularly, if superseded/becomes obsolete/redundant destroy one month after no longer in active use	Business need
			<b>Equipment/furniture requirements evaluation:</b> Evaluation of requirements Justification of decision Specification	Destroy 6 years after end of year records relate to	Limitation Act 1980; Public Works Contracts Regulations 1991; Public Services Contracts Regulations 1993; Public Supply Contracts Regulations
			<b>Routine Inspections:</b> Report Correspondence	Destroy 6 years after end of year records relate to  <b>Note:</b> These records may form part of a Building file. See Appendix 2 of ARDP volume	Limitation Act 1980

**ASSET MANAGEMENT**

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



**ASSET MANAGEMENT**

<b>Keyword 2</b>	<b>Keyword 3</b>	<b>Keyword 4</b>	<b>Sample Records</b>	<b>Disposal Instruction</b>	<b>Reason</b>
<b>PROGRAMME AND PROJECT MANAGEMENT</b>			<b>All other documents emanating from the Programme including:</b> 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	Destroy 6 years after programme or project is completed	Limitation Act 1980
<b>REPORTING</b>			Statistics Working papers	Destroy 5 years after end of year records relate to	Business need
<b>RISK MANAGEMENT</b>			<b>Plans:</b> Disaster plan Salvage plan <b>Registers:</b> 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.

<b>Keyword 2</b>	<b>Keyword 3</b>	<b>Keyword 4</b>	<b>Sample Records</b>	<b>Disposal Instruction</b>	<b>Reason</b>
<b>ADVICE</b>			Advice to the Chair Correspondence Internal Memos	Review 5 years after last action. Destroy immediately after review  <b>Note:</b> Review records prior to destruction. Information of business value beyond 5 years should be moved to a precedent file.	Business need
<b>BOARDS AND GROUPS</b>			Agenda Circulated papers Correspondence Minutes Circulation lists	Review 5 years after end of year records to. Transfer to Parliamentary Archives immediately after review  <b>Note:</b> Review records prior to transfer or export and destroy/delete published material and routine records.	Historical value
<b>BUSINESS MANAGEMENT</b>			Laid Papers Unprinted papers (HC only)	<b>House of Commons</b> Transfer to the Parliamentary Archives after end of session.  <b>House of Lords</b> Destroy after end of session.  <b>Note:</b> Copies of bills and papers that are ordered to be printed should not be included in Laid Papers transferred to the Archives.	Historical value  Master set received to the Archives from the House of Commons.

**BUSINESS OF THE HOUSE**

<b>Keyword 2</b>	<b>Keyword 3</b>	<b>Keyword 4</b>	<b>Sample Records</b>	<b>Disposal Instruction</b>	<b>Reason</b>
<b>BUSINESS MANAGEMENT</b>			Government Frontbench Briefs Grand Committee Lord Speaker's Brief Speaker's Brief	<p>Destroy at end of Parliament after the Parliament the records relate to</p> <p><b>Note:</b> Review records prior to destruction. Information of business value beyond end of Parliament after the Parliament the records relate to should be moved to a precedent file.</p>	Business need
<b>BUSINESS MANAGEMENT</b>			<p><b>Motions:</b> Correspondence Drafts Notes</p>	<p align="center"><b>House of Commons:</b> Review at end of session. Destroy immediately after review</p> <p align="center"><b>House of Lords:</b> Destroy 1 year after creation</p> <p><b>Note:</b> Review records prior to destruction. Information of business value beyond end of session should be moved to a precedent file.</p> <p><b>HL only:</b> Hard copy "debris" is destroyed on a rolling cycle, one month after creation.</p>	Business need
			<p><b>Questions:</b> Correspondence Drafts Notes</p>	<p align="center"><b>House of Commons:</b> Review at end of session. Destroy immediately after review</p> <p align="center"><b>House of Lords:</b> Destroy 1 year after creation</p> <p><b>Note:</b> Review records prior to destruction. Information of business value beyond end of session should be moved to a precedent file.</p> <p><b>HL only:</b> Hard copy "debris" is destroyed on a rolling cycle, one month after creation.</p>	Business need

**BUSINESS OF THE HOUSE**

<b>Keyword 2</b>	<b>Keyword 3</b>	<b>Keyword 4</b>	<b>Sample Records</b>	<b>Disposal Instruction</b>	<b>Reason</b>
<b>BUSINESS MANAGEMENT</b>			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)	Review at end of session. Destroy immediately after review  <b>Note:</b> Review records prior to destruction or deletion and transfer/export indexes to summary file.	Business need
<b>BUSINESS MANAGEMENT</b>			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
<b>COMMITTEES</b>			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  <b>Note:</b> Review records prior to transfer or export and destroy/delete published material and routine records.	Historical value
<b>DEBATES</b>			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

**BUSINESS OF THE HOUSE**

<b>Keyword 2</b>	<b>Keyword 3</b>	<b>Keyword 4</b>	<b>Sample Records</b>	<b>Disposal Instruction</b>	<b>Reason</b>
<b>ELECTIONS</b>			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  <b>Note:</b> Review records prior to transfer or export and destroy/delete published material and routine records  <b>Note:</b> Results slips are transferred to the Crown Office	Historical value
<b>MEMBERSHIP</b>			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.  <b>N.B.</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  <b>Note:</b> 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

**BUSINESS OF THE HOUSE**

<b>Keyword 2</b>	<b>Keyword 3</b>	<b>Keyword 4</b>	<b>Sample Records</b>	<b>Disposal Instruction</b>	<b>Reason</b>
<b>MINUTING</b>	<b>JOURNAL</b>		Correspondence	Destroy once Journal volume is published	Business need
			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
			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
<b>MINUTING</b>	<b>ATTENDANCE</b>		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
<b>MINUTING</b>	<b>DIVISIONS</b>		Division lists	<b>House of Commons:</b> Destroy 5 years after end of session  <b>House of Lords:</b> Destroy 4 years after end of financial year in which action was completed	Business need
			Division (vote) slips (HC only)	Destroy 1 year after creation	Business need

**BUSINESS OF THE HOUSE**

<b>Keyword 2</b>	<b>Keyword 3</b>	<b>Keyword 4</b>	<b>Sample Records</b>	<b>Disposal Instruction</b>	<b>Reason</b>
<b>MINUTING</b>	<b>MESSAGES</b>		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><b>Note:</b> 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
<b>PARLIAMENTARY PROCEDURE</b>			<p><b>Precedent files:</b> Correspondence Notes Running files Sub-judice list</p>	<p align="center">Transfer to Parliamentary Archives 5 years after last action</p> <p><b>Note:</b> Review records prior to transfer or export and destroy/delete published material e.g. extracts from Hansard.</p>	Historical value
			Hanging files	<p align="center">Records retained permanently for reference purposes in the local business area</p> <p><b>Note:</b> If no longer required locally, transfer to the Parliamentary Archives</p>	Historical value
			Erskine May drafts Standing Orders Companion to Standing Orders	Destroy once next edition is published	Business need Historical value

**BUSINESS OF THE HOUSE**

<b>Keyword 2</b>	<b>Keyword 3</b>	<b>Keyword 4</b>	<b>Sample Records</b>	<b>Disposal Instruction</b>	<b>Reason</b>
<b>PARLIAMENTARY QUESTIONS</b>			Responses to Parliamentary Questions	Destroy 5 years after last action	Business need
<b>PLANNING AND STRATEGY</b>			Agenda Minutes Team forecast planning (Commons) Department forecast planning (Lords) Resource plans	Destroy 5 years after end of year records relate to	Business need
<b>PROCEDURES AND GUIDANCE</b>			Consultation papers Manuals, instructions, style guides and other guidance Proposals Inclusion analysis	Review when procedure/guidance superseded. Transfer to Parliamentary Archives immediately after review  <b>Note:</b> Review records prior to transfer or export and destroy/delete published material and routine records.	Historical value
<b>PUBLIC PETITIONS</b>			Public Petitions	Transfer to Parliamentary Archives at end of session  <b>Note:</b> 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  <b>Note:</b> If information is likely to be of use beyond the session it relates to, it should be added to a precedent file.	Business need



**BUSINESS OF THE HOUSE**

<b>Keyword 2</b>	<b>Keyword 3</b>	<b>Keyword 4</b>	<b>Sample Records</b>	<b>Disposal Instruction</b>	<b>Reason</b>
<b>REPORTING</b>			Statistics Working papers	Destroy 5 years after end of year records relate to	Business need
<b>STATISTICS</b>			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  <b>Note:</b> 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).

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

<b>Keyword 2</b>	<b>Keyword 3</b>	<b>Keyword 4</b>	<b>Sample Records</b>	<b>Disposal Instruction</b>	<b>Reason</b>
<b>CEREMONIES</b>	<b>LYING IN STATE (OPERATION MARQUEE)</b>		Agenda Correspondence Minutes Security Papers	Transfer to Parliamentary Archives when ceremony completed	Historical value
<b>CEREMONIES</b>	<b>PROROGATION</b>		Admission card Agenda Allocation of tickets Ballots Correspondence Invitations Minutes Seating (Chamber, Galleries etc) Security Timetable	Destroy 5 years after ceremony completed	Business need
<b>CEREMONIES</b>	<b>ROYAL CELEBRATIONS</b>		Admission card Agenda Allocation of tickets Ballots Correspondence Invitations Minutes Seating (Chamber, Galleries etc) Security Timetable	Transfer to Parliamentary Archives when ceremony completed	Historical value
<b>CEREMONIES</b>	<b>SILK CEREMONIES</b>		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**

<b>Keyword 2</b>	<b>Keyword 3</b>	<b>Keyword 4</b>	<b>Sample Records</b>	<b>Disposal Instruction</b>	<b>Reason</b>
<b>CEREMONIES</b>	<b>STATE OPENING OF PARLIAMENT</b>		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
<b>CEREMONIES</b>	<b>STATE VISITS</b>		Admission card Agenda Allocation of tickets Correspondence Invitations Minutes Seating (Chamber, Galleries etc) Timetable Security plans	Transfer to the Parliamentary Archives after ceremony completed.	Historical value

**CEREMONIAL**

<b>Keyword 2</b>	<b>Keyword 3</b>	<b>Keyword 4</b>	<b>Sample Records</b>	<b>Disposal Instruction</b>	<b>Reason</b>
<b>POLICY MAKING</b>			Final policy document Working documents Precedent file Inclusion analysis	Transfer to Parliamentary Archives when policy superseded/becomes obsolete	Historical value
<b>PROCEDURES AND GUIDANCE</b>			Ceremonial procedure Operation Marquee manual Guards of Honour/ Search of Vaults Uniform guidelines Inclusion analysis	Transfer to Parliamentary Archives when procedures superseded/becomes obsolete	Historical value
<b>PROGRAMME AND PROJECT</b>			<b>Programme and Project Board papers (including but not limited</b> Business Case Board papers Closure report Lessons Learned document Project Implementation Document Post-implementation review document	Transfer to the Parliamentary Archives after programme or project is completed.	Historical value
<b>PROGRAMME AND PROJECT MANAGEMENT</b>			<b>All other documents emanating from the Programme or Project, including:</b> 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 6 years after programme or project is 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.

<b>Keyword 2</b>	<b>Keyword 3</b>	<b>Keyword 4</b>	<b>Sample Records</b>	<b>Disposal Instruction</b>	<b>Reason</b>
<b>AGREEMENTS</b>			Service level agreements Memoranda of Understanding (MoU)	Destroy 1 year after agreement ceases	Business need
<b>ASSURANCE</b>			<b>Reviews of Assurance controls:</b> Reviews Reports Working papers	Destroy 5 years after review/report completed	Business need
			<b>Governance Framework:</b> 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
			<b>Portfolios, Programmes and Projects:</b> Assessment meeting notes Gateway review reports Lessons learned Risk Potential Assessments	Destroy 6 years after end of programme/project records relate to <b>NB</b> Destroy CVs of gateway reviewers after 12 months	Business need
<b>ASSURANCE</b>	<b>REGISTERS OF HOSPITALITY</b>		Hospitality register Gift register	Destroy 3 years after end of financial year action completed	Business need
<b>ASSURANCE</b>	<b>DECLARATION OF INTERESTS</b>		Declaration of Interests form Tracking spreadsheet Correspondence	Destroy 1 year after end of year records relate to.	Business need
<b>AUDIT</b>			<b>Internal Audit:</b> Working papers Correspondence Interview notes Programme Status report	Destroy 7 years after last action	Business need
			Final report	Transfer to the Parliamentary Archives after report finalised.	Historical value
			Charter	Destroy 7 years after year charter is superseded.	Business need

**CORPORATE GOVERNANCE**

<b>Keyword 2</b>	<b>Keyword 3</b>	<b>Keyword 4</b>	<b>Sample Records</b>	<b>Disposal Instruction</b>	<b>Reason</b>
<b>BOARDS AND GROUPS</b>			<b>Corporate Boards and Groups:</b> Agenda Circulated papers Terms of reference Minutes Correspondence	Transfer to the Parliamentary Archives after end of year records relate to  <b>Note:</b> Review records prior to transfer to Archives and delete/destroy any published material and routine correspondence	Historical value
			<b>Departmental Boards and Groups:</b> Agenda Circulated papers Correspondence Minutes	Destroy 5 years after end of year records relate to	Business need
<b>COMMITTEES</b>			Agenda Briefs Chair's notes Correspondence Report Informal Notes Memoranda Minutes Numbered papers (HL only) Circulation list	Transfer to the Parliamentary Archives after end of year records relate to	Historical value
<b>CORPORATE OPERATIONS</b>			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
<b>CORPORATE PLANNING</b>	<b>APPROVING BUSINESS CASES</b>		Detailed business case Approval Notice Advice to Clerks Correspondence	Destroy 7 years after programme/project completed.	Business need
<b>CORPORATE PLANNING</b>	<b>BUSINESS PLANNING</b>		Corporate Plan Working papers Correspondence	Transfer to the Parliamentary Archives after end of year 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
<b>CORPORATE PLANNING</b>	<b>CORPORATE STRATEGY</b>		Corporate Strategy Strategic Plan	Transfer to the Parliamentary Archives after end of year plan finalised.	Historical value
<b>CORPORATE PLANNING</b>	<b>FINANCIAL PLANNING</b>		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
<b>INDEPENDENT COMPLAINTS AND GRIEVANCE SCHEME (ICGS)</b>	<b>COMPLAINTS COMPLETED</b>		Confidential complaint disclosure Initial assessment Lists of witnesses Evidence Correspondence with respondent and complainant Interview/meeting notes Notes on informal resolution Investigator's full assessment report (draft and final)	Destroy 6 years after conclusion of case.	Limitation Act 1980
<b>INDEPENDENT COMPLAINTS AND GRIEVANCE SCHEME (ICGS)</b>	<b>COMPLAINTS NOT FORMALLY INVESTIGATED</b>		Confidential complaint disclosure Lists of witnesses Initial assessment	Destroy 2 years after case closed.	Business need and Data Protection Act 2018
<b>ORGANISATIONAL DEVELOPMENT</b>	<b>CONTINUOUS IMPROVEMENT</b>		Action plans Evidence documents Meeting notes Reports	Destroy 5 years after end of year records relate to.	Business need
<b>ORGANISATIONAL DEVELOPMENT</b>	<b>REVIEWS, RESTRUCTURES AND SETTING UP</b>		<b>Corporate:</b> Correspondence Report Working papers	Transfer to the Parliamentary Archives when review completed	Historical value
<b>ORGANISATIONAL DEVELOPMENT</b>	<b>REVIEWS, RESTRUCTURES AND SETTING UP</b>		<b>Local:</b> Correspondence Report Working papers	Destroy 10 years after restructure completed	Reference use
<b>PARLIAMENTARY QUESTIONS</b>			Response to Parliamentary Questions	Destroy 5 years after last access	Business need
<b>PERFORMANCE MANAGEMENT</b>			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
<b>POLICY MAKING</b>			Correspondence Inclusion analysis Policy Precedent records Working papers	Transfer to the Parliamentary Archives when policy superseded/becomes obsolete	Historical value
<b>PORTFOLIO MANAGEMENT</b>			Correspondence Dependency map Highlight report Milestone tracker	Destroy 7 years after end of year which records relate	Business need
<b>PROCEDURES AND GUIDANCE</b>			Inclusion analysis Manuals, instructions and other guidance	Transfer to the Parliamentary Archives after procedures superseded/become obsolete	Business need
<b>REPORTING</b>	<b>CORPORATE ANNUAL REPORT</b>		Corporate annual report Working papers	Transfer to the Parliamentary Archives after end of year in which report is published	Historical value
	<b>DEPARTMENTAL ANNUAL REPORT</b>		Departmental Annual Report Correspondence Statistics Working papers	Destroy 7 years after end of year in which report finalised	Business need
<b>RESTRICTIONS AND ADAPTATION OF SERVICES</b>			Correspondence with subject of restrictions Correspondence with Clerk of the House and Clerk of the Parliaments Statement of Restrictions Working papers	Destroy 1 year after restriction completed.	Business need and Data Protection Act 2018
<b>RISK MANAGEMENT</b>			Risk register - corporate Risk register - department/office Local risk management records Working papers	Destroy 5 years after end of year records relate to <b>Note:</b> Active records regularly reviewed and updated	Business need
<b>RISK MANAGEMENT</b>			Incident Management Framework Business continuity plan Local business continuity records Working papers Correspondence	Destroy 1 year after end of year records relate to <b>Note:</b> Active records regularly reviewed and updated	Business need
<b>RISK MANAGEMENT</b>			Business continuity rotas Telephone cascade lists Contact lists	Destroy 1 year after end of year records relate to	Business need

**ESTATE MANAGEMENT**

<b>KEYWORD 1: ESTATE MANAGEMENT</b>					
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.					
<b>Keyword 2</b>	<b>Keyword 3</b>	<b>Keyword 4</b>	<b>Sample Records</b>	<b>Disposal Instruction</b>	<b>Reason</b>
<b>ALLOCATION</b>			Members accommodation register Correspondence	Destroy 7 years after last action	Business need
<b>ARRANGEMENTS</b>			<b>Estate Usage:</b> Correspondence Plans and Layouts	Destroy 5 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; UK Data Protection Act 2018
			Meeting room bookings	Destroy 1 year after meeting held.	Business need; UK Data Protection Act 2018
<b>BOARDS AND GROUPS</b>			Agenda Board papers Circulation lists Correspondence Minutes	Destroy 5 years after end of year records relate to.	Business need
<b>CLEANING AUDIT</b>			Quality Control Reports	Destroy 6 years after action completed.	Business need; Limitation Act 1980
<b>CLEANING MAINTENANCE</b>			Order forms	Destroy 1 year after action completed.	Business need
<b>INCIDENT MANAGEMENT</b>			Correspondence Investigation working papers Lessons learned document Report Witness statements	Destroy 5 years after final report completed	Business need
<b>LIAISON</b>			Correspondence Meeting notes	Destroy 3 years after last access	Business need
<b>PLANNING AND STRATEGY</b>			Agenda Correspondence Minutes Team forecast planning (Commons) Departmental forecast planning (Lords)	Destroy 3 years after end of year records relate to	Business need
			Security plans/strategy	Transfer to Parliamentary Archives when plan/strategy superseded  <b>Note:</b> Record Officers for departments who hold this type of record should contact the Information and Records Management service to arrange export.	Historical value

ESTATE MANAGEMENT

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
<b>POLICY MAKING</b>			Correspondence Inclusion analysis Policy Precedent records Working papers	Transfer to Parliamentary Archives when policy superseded	Historical value
<b>PROCEDURES AND GUIDANCE</b>			Circulars Guidance Inclusion analysis Manuals	Destroy 5 years after procedures superseded/become obsolete	Business need
<b>PROGRAMME AND PROJECT MANAGEMENT</b>			<b>Programme and Project Board Papers (including but not limited to):</b> Board papers Business case Business case review Closure report Inspection reports Lessons learned document Minutes Project Brief Project Implementation Document	Transfer to Parliamentary Archives after programme or project is completed	Historical value
<b>PROGRAMME AND PROJECT MANAGEMENT</b>			<b>All other documents emanating from the Programme or Project, including:</b> 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 or project	Limitation Act 1980
<b>REPORTING</b>			Statistics Working papers Desk booking reporting	Destroy 5 years after end of year records relate to	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
<b>AUDIT</b>			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
<b>BOARDS AND GROUPS</b>			Agenda Correspondence Minutes Reports Terms	Destroy 5 years after end of year records relate to	Business need
<b>COMMERCIAL</b>			Correspondence Agreements Customer log Supplier log Banking forms	Destroy 6 years after end of financial year records relate to	Limitation Act 1990
<b>COST SHARING</b>			Arrangements Correspondence	Destroy 3 years after end of financial year in which arrangement ceases	Business need
<b>FINANCIAL ACCOUNTING</b>			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
			<b>Transaction processing:</b> Bank deposit Bank statements Cash register audit Charges (supporting documentation) Creditors Debtors Debts written off Invoices Overpayments Petty cash Purchase orders Receipts Reconciliations		

**FINANCIAL MANAGEMENT**

<b>Keyword 2</b>	<b>Keyword 3</b>	<b>Keyword 4</b>	<b>Sample Records</b>	<b>Disposal Instruction</b>	<b>Reason</b>
<b>FINANCIAL</b>			<b>Treasury Management:</b> 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
			<b>Financial Statements:</b> 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  <b>Note:</b> 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
			<b>Authorisation:</b> 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
<b>MANAGEMENT ACCOUNTING</b>	<b>BUDGETS</b>		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**

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

**FINANCIAL MANAGEMENT**

<b>Keyword 2</b>	<b>Keyword 3</b>	<b>Keyword 4</b>	<b>Sample Records</b>	<b>Disposal Instruction</b>	<b>Reason</b>
<b>PROGRAMMES AND PROJECTS</b>	<b>CATEGORY A, B AND C PROGRAMMES AND PROJECTS - GOVERNANCE</b>		Key governance documentation, including but not limited to: Assurance/checkpoint reports Board papers Business case Change management/engagement strategy and plan Equality/inclusivity assessment Mandate Stakeholder engagement strategy and plan, stakeholder maps Summary/highlight report	Transfer to the Parliamentary Archives after programme or project is completed.  When the programme/project meets selection criteria in the Collection Development Policy e.g. How Parliament Works, then all programme/project management (i.e. PMO-level) information should be transferred.	Historical value, business need.
<b>PROGRAMMES AND PROJECTS</b>	<b>CATEGORY A, B AND C PROGRAMMES AND PROJECTS - OTHER DOCUMENTATION</b>		All other project delivery documentation, including but not limited to: Change impact assessment Communication artefacts Communications strategy and plan Key stakeholder update Integrated assurance and approvals plan RACI - Responsibility Assignment Matrix RAID log (risk register) Set up for Success form (S4S) Terms of reference	Destroy 6 years after programme/project has ended.	Limitation Act 1980, Business need
<b>PROGRAMMES AND PROJECTS</b>	<b>LOCAL PROJECTS</b>		Including but not limited to: Communications Delivery plan Project Plan Stakeholder map	Destroy 6 years after project has ended.	Limitation Act 1980, Business need
<b>RISK MANAGEMENT</b>			<b>Fraud:</b> Action Plans Risk Assessment <b>Financial Operations:</b> Action Plans Risk Assessment Working papers	Destroy 6 years after risk assessment superseded	Limitations Act 1980; Business need

**HEALTH AND SAFETY**

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

<b>Keyword 2</b>	<b>Keyword 3</b>	<b>Keyword 4</b>	<b>Sample Records</b>	<b>Disposal Instruction</b>	<b>Reason</b>
<b>MEDICAL TREATMENT</b>	<b>HAZARDOUS TREATMENT</b>		Nurse notes Nurse reports Treatment notes	Destroy 40 years after termination of employment  <b>Note:</b> 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
<b>MEDICAL TREATMENT</b>	<b>REFERRALS</b>		Correspondence Referral form	Destroy 10 years after termination of employment  <b>Note:</b> This class forms part of a Safety, Health and Wellbeing case file. See Appendix 1 of full ARDP volume	Limitation Act 1980
<b>MONITORING</b>	<b>REGISTERS</b>		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
<b>MONITORING</b>	<b>ACCIDENTS AND INCIDENTS</b>	<b>NON-HAZARDOUS ACCIDENTS AND INCIDENTS</b>	Incident reports Incident investigation costing estimate form Interview notes Photographs RIDDOR reports Witness statements	Destroy 5 years after date of occurrence	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013; Limitation Act 1980; Business need
<b>MONITORING</b>	<b>ACCIDENTS AND INCIDENTS</b>	<b>NON-HAZARDOUS ACCIDENTS AND INCIDENTS (INVOLVING MINORS)</b>	Incident reports Incident investigation costing estimate form Interview notes Photographs RIDDOR reports Witness statements	Destroy 5 years after their 18th birthday	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013; Limitation Act 1980; Business need
<b>MONITORING</b>	<b>ACCIDENTS AND INCIDENTS</b>	<b>ASBESTOS ACCIDENTS AND INCIDENTS</b>	Incident reports 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

HEALTH AND SAFETY

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
<b>MONITORING</b>	<b>ACCIDENTS AND INCIDENTS</b>	<b>HAZARDOUS ACCIDENTS AND INCIDENTS</b>	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
<b>MONITORING</b>	<b>ACCIDENTS AND INCIDENTS</b>	<b>HAZARDOUS SUBSTANCES EXPOSURE</b>	Reports Medical reports	Destroy 40 years after termination of employment  <b>Note:</b> 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
<b>MONITORING</b>	<b>INSPECTIONS</b>	<b>OFFICE INSPECTIONS</b>	Checklist Report	Destroy 1 year after inspection report superseded	Business need
<b>MONITORING</b>	<b>INSPECTIONS</b>	<b>EQUIPMENT AND PLANT INSPECTIONS</b>	Examination reports Repair notes	Destroy 5 years from the date of examination / test / repair	Management of Health & Safety at Work Regulations 1999

**HEALTH AND SAFETY**

<b>Keyword 2</b>	<b>Keyword 3</b>	<b>Keyword 4</b>	<b>Sample Records</b>	<b>Disposal Instruction</b>	<b>Reason</b>
<b>MONITORING</b>	<b>INSPECTIONS</b>	<b>RESPIRATORY PROTECTIVE</b>	Examination reports Repair notes	Destroy 50 years from date of last entry	Management of Health & Safety at Work
<b>MONITORING</b>	<b>INSPECTIONS</b>	<b>LEGIONELLOSIS INSPECTIONS</b>	Inspection assessments	Destroy 40 years after date of occurrence	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995; Control of
<b>MONITORING</b>	<b>INSPECTIONS</b>	<b>ASBESTOS INSPECTIONS</b>	Asbestos reinspection assessments	Destroy 40 years after disposal of property/termination of lease	Business need; Control of Asbestos Regulations 2012
<b>MONITORING</b>	<b>INSPECTIONS</b>	<b>WASTE DISPOSAL INSPECTIONS</b>	Duty of Care notices Statistics Transfer and consignment notes	Destroy 3 years after deposit of waste	The Hazardous Waste (England and Wales) Regulations 2005
<b>PERMITS TO WORK</b>			Permits to work (Mechanical & Electrical, Hot Works, Petroleum and Fuel Oil (POL)) Related documentation (e.g. plans, schematics, surveys and reports)	Destroy 3 years from date information created	Business need; Health and Safety Executive guidance
			Permits to work (Confined Spaces) Related documentation (e.g. plans, schematics, surveys and reports)	Destroy 7 years from date information created	Business need; Health and Safety Executive guidance
<b>PLANNING AND STRATEGY</b>			Agenda Minutes Team forecast planning (Commons) (Lords)  Resource plans	Destroy 5 years after end of year records relate to	Business need
<b>POLICY MAKING</b>			Correspondence Inclusion analysis Policy Precedent records Working papers	Transfer to Parliamentary Archives when policy superseded	Historical value
<b>PROCEDURES AND</b>			Evacuation procedures and  Fire procedures and guidance Inclusion analysis  Safety, Health and Wellbeing procedures and guidance Other procedures and guidance	Transfer to Parliamentary Archives when procedures superseded	Historical value
<b>REPORTING</b>			Fire calls Health and Safety activity report	Destroy 5 years after end of year records relate to	Business need; Regulatory Reform (Fire

HEALTH AND SAFETY

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
			Statistics		Safety) Order 2005
<b>RISK MANAGEMENT</b>	<b>EQUIPMENT REQUIREMENT ASSESSMENTS</b>		Assessment  Assessment review	Destroy 7 years after review of assessment	Health and Safety at Work etc Act 1974; Regulatory Reform (Fire Safety) Order 2005

**HEALTH AND SAFETY**

<b>Keyword 2</b>	<b>Keyword 3</b>	<b>Keyword 4</b>	<b>Sample Records</b>	<b>Disposal Instruction</b>	<b>Reason</b>
<b>RISK MANAGEMENT</b>	<b>REGISTERS</b>		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
<b>RISK MANAGEMENT</b>	<b>REGISTERS</b>	<b>ASBESTOS REGISTER</b>	Asbestos Register	Destroy 40 years after disposal of property/termination of lease	Business need; Control of Asbestos Regulations 2012
<b>RISK MANAGEMENT</b>	<b>EYE SIGHT TESTS</b>		Application forms	Destroy 3 years after end of financial year in which form submitted  <b>Note:</b> This class forms part of a Safety, Health and	Business need
<b>RISK MANAGEMENT</b>	<b>RISK ASSESSMENTS</b>	<b>FIRE RISK ASSESSMENTS</b>	Risk Assessment form	Destroy 7 years after action completed	Regulatory Reform (Fire Safety) Order 2005
<b>RISK MANAGEMENT</b>	<b>RISK ASSESSMENTS</b>	<b>HAZARDOUS SUBSTANCES</b>	COSHH assessment form Material Safety Data Sheets (MSDS) Recommended actions	Destroy 40 years after form is superseded	Control of Substances Hazardous to Health Regulations 2002
			Significant findings of risk assessment undertaken in accordance with reg.6	Destroy when superseded or 40 years after action completed - whichever is longer	Control of Substances Hazardous to Health Regulations 2002
<b>RISK MANAGEMENT</b>	<b>RISK ASSESSMENTS</b>	<b>OFFICE AND WORKPLACE RISK</b>	Risk Assessment form	Destroy 7 years after superseded	Business need
<b>RISK MANAGEMENT</b>	<b>RISK ASSESSMENTS</b>	<b>STAFF RISK ASSESSMENTS</b>	DSE (Display screen Equipment) workstation form Risk Assessment form	Destroy 10 years following termination of employment  <b>Note:</b> This class forms part of a Safety, Health and	Limitation Act 1980
<b>RISK MANAGEMENT</b>	<b>RISK ASSESSMENTS</b>	<b>WORKS/ BUILDING PROJECTS</b>	Risk Assessment form	Destroy 7 years after completion of project	Limitation Act 1980
<b>RISK MANAGEMENT</b>	<b>SAFETY ACTION PLANS</b>		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.

<b>Keyword 2</b>	<b>Keyword 3</b>	<b>Keyword 4</b>	<b>Sample Records</b>	<b>Disposal Instruction</b>	<b>Reason</b>
<b>ABSENCE ATTENDANCE AND LEAVE</b>	<b>ANNUAL LEAVE</b>		Annual leave form  Sale of annual leave	Destroy 6 years after end of leave year to which records relate	Business need
<b>ABSENCE ATTENDANCE AND LEAVE</b>	<b>ATTENDANCE MANAGEMENT</b>		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
<b>ABSENCE ATTENDANCE AND LEAVE</b>	<b>ATTENDANCE MANAGEMENT</b>		Trigger reports	Destroy 6 months after last accessed	Business need
<b>ABSENCE ATTENDANCE AND LEAVE</b>	<b>HOURS AND WORKING PATTERNS</b>		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
<b>ABSENCE ATTENDANCE AND LEAVE</b>	<b>HOURS AND WORKING PATTERNS</b>		Sick leave records (HL only)	Destroy 4 years after end of year records relate to	Business need
<b>ABSENCE ATTENDANCE AND LEAVE</b>	<b>MATERNITY LEAVE</b>		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	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
ADVICE			Papers Correspondence  Contributions to other information, such as policies, equality analysis etc.	Destroy 6 years after action completed.  <b>Note:</b> Anonymised advice can be kept longer as part of a knowledge base. If advice relates to a specific HR activity covered elsewhere in the policy, the disposal instruction for that activity should be followed.	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 end of year records relate to	Business need

HUMAN RESOURCES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
<b>COMPENSATION CLAIMS</b>			Compensation claim form Correspondence Appeals	Destroy 7 years after finalisation of claim	Limitation Act 1980
<b>DISCIPLINE</b>	<b>FORMAL WARNINGS</b>		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
<b>DISCIPLINE</b>	<b>INFORMAL ACTION (HC)</b>		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  <b>Note:</b> Managers should delete any notes of informal action and informal support 6 months after warning expires.	House of Commons Staff Handbook
<b>DISCIPLINE</b>	<b>INFORMAL WARNINGS (HL)</b>		Alleged offence details Informal warning letter Interview notes Note of informal warning Reports Action taken details Minutes	Destroy when informal warning expires  <b>Note:</b> 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
<b>DISCIPLINE</b>	<b>PENDING</b>		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
<b>DISCIPLINE</b>	<b>UNSUBSTANTIATED</b>		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
<b>DISCIPLINE</b>	<b>SUBSTANTIATED</b>		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
<b>EMPLOYEE RELATIONS</b>	<b>EMPLOYMENT TRIBUNALS</b>		Reports Correspondence	Destroy 6 years after completion of case	Limitation Act 1980
<b>EMPLOYEE RELATIONS</b>	<b>NEGOTIATIONS</b>		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	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
EMPLOYEE RELATIONS	WHITLEY COMMITTEE		Agreements Correspondence Minutes	Transfer to Parliamentary Archives when action completed	Historical value

HUMAN RESOURCES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
EMPLOYMENT CONDITIONS	EMPLOYEE CONTACT INFORMATION		Address details Next of kin/emergency contact details	Destroy 6 years after employment ceases Data held in HR systems or in hardcopy should be deleted 6 years after employment ceases. N.B. Personal information about an employee must be kept up to date and only current information retained.	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. <b>Note:</b> 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 Flexible Working Partial Retirement Application Job description	Destroy when individual reaches 100th birthday (or 5 years after last action if later) Data held in HR systems or in hardcopy should be deleted 6 years after employment ceases. N.B. Personal information about an employee must be kept up to date and only current information retained.	Business need
EVENTS			Acceptances Agenda Ballots Correspondence Guest lists Invitation Staff selection	Destroy 3 years after end of year in which event was completed	Business need

HUMAN RESOURCES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
GRIEVANCES AND COMPLAINTS (HC & PDS)	INFORMAL GRIEVANCE		Notes	Destroy 1 year after last action	Business need
GRIEVANCES AND COMPLAINTS (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 (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
INCLUSION	BENCHMARKING DATA		Summary data supplied to external groups for the purposes of benchmarking Reports Correspondence	Destroy 3 years after action completed	Business need
INCLUSION	EMPLOYEE DIVERSITY INFORMATION		Data relating to, for example, sexual orientation, religious belief, disability, gender identity, social and family background	Destroy 6 years after employment ceases	Business need
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			<b>Information relating to the bookings and administration, and development and content of:</b> Training Informal learning Coaching and Mentoring Online learning Professional qualifications Induction courses	Destroy 6 years after course held	Business need

HUMAN RESOURCES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
LEARNING AND DEVELOPMENT			Staff training logs	Review 6 years after employment ceases  <b>Note:</b> 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  <b>Note:</b> 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  <b>Note:</b> 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
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

HUMAN RESOURCES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
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
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

HUMAN RESOURCES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
<b>PAY</b>	<b>NON-PENSIONABLE RECORDS</b>	<b>OVER PAYMENTS AND ADVANCES</b>	Correspondence Repayment agreement Advance payment agreement	Destroy 6 years after repayment or write-off	Limitation Act 1980
<b>PAY</b>	<b>NON-PENSIONABLE RECORDS</b>	<b>SALARY PAYMENT DETAILS</b>	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
<b>PAY</b>	<b>PAY SYSTEMS</b>		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
<b>PAY</b>	<b>PENSION RECORDS</b>		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
<b>PENSION SCHEMES</b>			Correspondence Monthly/annual pension payroll reports	Destroy 3 years after end of financial year records relate to	National Audit Office/Inland Revenue advice



HUMAN RESOURCES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
<b>PENSION SCHEMES</b>			Participation Agreement	<p>Destroy 6 years after agreement superseded/becomes obsolete</p> <p>Note: The house Administrations do not administer their own pension schemes. Instead, under Schedule 1 of the Superannuation Act 1972, both houses have signed a Participation Agreement to become part of the Civil Service pension arrangements.</p> <p>The Cabinet Office hold the contract and appoint the pension administrators for the Civil Service Pension Scheme.</p>	Limitation Act 1980; business need
<b>PERFORMANCE MANAGEMENT</b>	<b>ANNUAL EMPLOYEE PERFORMANCE</b>		Performance and development reviews Inefficiency performance correspondence	Destroy 6 years after end of reporting year	Business need
<b>PERFORMANCE MANAGEMENT</b>	<b>COLLEAGUE FEEDBACK</b>		Individual reports Team-wide reports	<p>Destroy 3 years after end of reporting year</p> <p>Note: This term includes, although is not limited to, 180 and 360 feedback given as part of formal and informal development programmes.</p>	Business need
<b>PERFORMANCE MANAGEMENT</b>	<b>COMPETENCIES</b>		Core Competency framework Framework development	Transfer to Parliamentary Archives when framework superseded	Historical value
<b>PERFORMANCE MANAGEMENT</b>	<b>MANAGING POOR PERFORMANCE (HC &amp; PDS)</b>		Correspondence Note of informal discussion Written warning Minutes Perfromance targets Report	Destroy 6 months after warning expires	House of Commons Staff Handbook

HUMAN RESOURCES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
PERFORMANCE MANAGEMENT	MANAGING CAPABILITY (HL)		Correspondence Note of informal discussion Written warning Minutes Performance targets Report	Destroy 6 months after warning expires  <b>Note:</b> If formal capability procedure is reopened before the end of six months, retention for these records must be reset.	House of Lords Staff Handbook
PERFORMANCE MANAGEMENT	PROBATION		Probation forms	Destroy 3 years after action completed  Note: Other Performance Management or Discipline activities can also apply during probation. See these activities if needed.	Civil Service Commission – Recruitment Principles 2018
PLANNING AND STRATEGY			Agenda Minutes Team forecast planning (Commons) Department forecast planning (Lords) Resource plans	Destroy 5 years after end of year records relate to	Business need
POLICY MAKING			Correspondence Policy Precedent records Working papers Inclusion analysis	Transfer to Parliamentary Archives when policy superseded/becomes obsolete	Historical value
PROCEDURES AND GUIDANCE	CORPORATE		Staff handbook Guidance documents Inclusion analysis	Transfer to Parliamentary Archives when procedure/guidance superseded	Historical value

HUMAN RESOURCES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
<b>PROCEDURES AND GUIDANCE</b>	<b>DEPARTMENTAL</b>		Local office procedures	Destroy 1 year after procedure/guidance superseded	Business need
<b>PROGRAMMES AND PROJECTS</b>	<b>CATEGORY A, B AND C PROGRAMMES AND PROJECTS - GOVERNANCE</b>		Assurance/checkpoint reports Board minutes Business case Change management/engagement strategy and plan Equality/inclusivity assessment Mandate Stakeholder engagement strategy and plan, stakeholder maps Summary/highlight report	Transfer to the Parliamentary Archives after programme/project is completed.  When the programme/project meets selection criteria in the Collection Development Policy e.g. How Parliament Works, then all programme/project management (i.e. PMO-level) information should be transferred.	Historical value and Business need
<b>PROGRAMMES AND PROJECTS</b>	<b>CATEGORY A, B AND C PROGRAMMES AND PROJECTS - OTHER DOCUMENTATION</b>		Change impact assessments Communication artefacts Communications strategy and plan Key stakeholder update  Integrated assurance and approvals plan  RACI - Responsibility Assignment Matrix RAID log (risk register) Set up for Success form (S4S) Terms of Reference	Destroy 6 years after programme/project has ended.	Limitation Act 1980 and Business need
<b>PROGRAMMES AND PROJECTS</b>	<b>LOCAL PROJECTS</b>		Communications Delivery plan Project plan Stakeholder map	Destroy 6 years after project has ended.	Limitation Act 1980 and Business need

HUMAN RESOURCES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
RECRUITMENT	ADVERTISEMENTS		Job descriptions (draft and final) Job advert	Destroy 3 years after job description superseded/becomes obsolete	Business need
RECRUITMENT	ANALYSIS		Data on ethnicity, disability, age, gender identity, sexual orientation, religious belief, caring responsibilities Anonymised summary about job applicants	Destroy 3 years after completion of appointment  This disposal instruction refers to forms completed as part of an individual's initial job application.  Anonymised statistical information can be kept longer as part of a knowledge base.	Civil Service Commission – Recruitment Principles 2018; Equality Act 2010
RECRUITMENT	INDUCTION		Line manager checklists for new starters  Induction activities	Destroy 3 years after action completed	Civil Service Commission – Recruitment Principles 2018
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	SELECTION		Sift results Board reports Test results	Destroy 3 years after the completion of appointment.	Civil Service Commission – Recruitment Principles 2018
RECRUITMENT	SUCCESSFUL CANDIDATES		Application form Curriculum vitae Certificates	Destroy 6 years after contract ends	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 immediately after application received	Business need
RECRUITMENT	UNSUCCESSFUL CANDIDATES (House of Commons and PDS Only)		Application form Curriculum Vitae Certificates	Destroy 2 years after the completion of appointment	Business need; Civil service practice
RECRUITMENT	UNSUCCESSFUL CANDIDATES (House of Lords Only)		Application form Curriculum Vitae Certificates	Destroy 1 years after the completion of appointment	Business need; CIPD Best Practice
REPORTING			Statistics Employee change log Grievance registers Reports	Destroy 3 years after end of year records relate to.	Business need
			<b>Workforce Information</b> • Reports and statistics on diversity, turnover, starters and leavers, etc	Destroy 6 years after end of year records relate to.	Business need

HUMAN RESOURCES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
STAFF RECOGNITION			Honours nominations	Transfer to the Parliamentary Archives after recognition process complete	Historical value
			Correspondence Nomination forms Recognition details		
			House/departmental recognition awards	Destroy 2 years after recognition awarded	Business need
WHISTLEBLOWING			Reports	Destroy 6 years after outcome of case  <b>Note:</b> 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
			Interview notes		
			Action taken		
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

HUMAN RESOURCES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
<b>WORKFORCE PLANNING</b>	<b>RESOURCING</b>		Circulation lists Application for approval to fill a vacancy form Resource request forms Business cases for new posts Recruitment Authorisation Panel forms	Destroy 1 year after last action	Business need
<b>WORKFORCE</b>	<b>JOB EVALUATION</b>		Correspondence Reports Assessments  Job analysis forms  Scoring sheets  Working papers	Destroy 7 years after review complete	Business need
<b>WORKFORCE PLANNING</b>	<b>TALENT MANAGEMENT</b>		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
<b>WORKPLACE ADJUSTMENTS</b>			Inclusion Passports (HL) Workplace Adjustments Passport (HC) Transitioning at Work plan Log of requests Reports on individuals Correspondence	Destroy 6 years after employment ceases	Business need; data protection principles

**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.

<b>Keyword 2</b>	<b>Keyword 3</b>	<b>Keyword 4</b>	<b>Sample Records</b>	<b>Disposal Instruction</b>	<b>Reason</b>
<b>ADVICE</b>			Correspondence	Destroy 5 years after action completed	Business need
<b>ASSURANCE</b>			Accreditation Decision Record Accredited systems log Working papers Correspondence	Destroy 5 years after action completed.  <b>Note:</b> When an assurance activity relates to a system, action completed will refer to the decommissioning of the system.	Business need
<b>BOARDS AND GROUPS</b>			Agenda Circulated papers Circulation lists Correspondence Minutes	Destroy 5 years after end of year records relate to	Business need
<b>COMPLIANCE</b>	<b>DATA PROTECTION</b>		Complaint records Correspondence Data Protection incident log Individual rights requests and responses (e.g. subject access requests, requests for erasure).	Destroy 2 years after case closure.  <b>Note:</b> For the purposes of knowledge management, selected records may be retained for longer. All personal data must be removed prior to this.	Business need; Data Protection Legislation
<b>COMPLIANCE</b>	<b>DATA PROTECTION</b>	<b>DATA PROTECTION IMPACT ASSESSMENT</b>	Data Protection Impact Assessment (DPIA)	Destroy 6 years after action completed.  <b>Note:</b> Action completed refers to the solution/system/project/event the DPIA is for coming to an end.	Business need; Data Protection Legislation.
<b>COMPLIANCE</b>	<b>DATA PROTECTION</b>	<b>PRIVACY NOTICES</b>	Privacy notice	Destroy 6 years after new version has been introduced.	Business need, Limitation Act 1980.
<b>COMPLIANCE</b>	<b>ENVIRONMENTAL INFORMATION REGULATIONS</b>		Correspondence Copies of information disclosed Complaint records	Destroy 5 years after case closure	Business need; Best practice



**INFORMATION MANAGEMENT**

<b>Keyword 2</b>	<b>Keyword 3</b>	<b>Keyword 4</b>	<b>Sample Records</b>	<b>Disposal Instruction</b>	<b>Reason</b>
<b>COMPLIANCE</b>	<b>FREEDOM OF INFORMATION</b>	<b>REQUESTS</b>	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  <b>Note:</b> Draft copies of certificates held electronically will be deleted with other records relating to that activity.	Historical value
			<b>House of Commons:</b> 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
<b>COMPLIANCE</b>	<b>FREEDOM OF INFORMATION</b>	<b>LOGS</b>	Freedom of Information request log Freedom of Information disclosure log	Destroy 5 years after log superseded/closed  <b>Note:</b> Any logs which also feature on the Internet should not be retained longer than the period stated for retention of the master copy.	Business need
<b>COMPLIANCE</b>	<b>FREEDOM OF INFORMATION</b>	<b>PUBLICATION SCHEME</b>	Consultation papers Correspondence	Destroy 3 years after version of scheme is superseded	Business need
<b>CONTROL</b>			File list SharePoint registry Taxonomies Templates	Active records, updated regularly. If record is superseded/becomes obsolete destroy 10 years after last action	Business need

**INFORMATION MANAGEMENT**

<b>Keyword 2</b>	<b>Keyword 3</b>	<b>Keyword 4</b>	<b>Sample Records</b>	<b>Disposal Instruction</b>	<b>Reason</b>
<b>DISPOSAL</b>			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  <b>Note:</b> Transfer/export instruction applies to copies held by the Parliamentary Archives <b>only</b> . Local copies of this information should be reviewed and destroyed after 10 years.	Historical value
<b>INTELLECTUAL PROPERTY</b>			Copyright declaration forms Correspondence Reproduction rights	Destroy 6 years after end of year records relate to	Limitation Act 1980
<b>LICENSING</b>			Software licence Software request Usage information Quote from supplier	Destroy 5 years after licence expires	Business need
<b>MONITORING</b>			Assessments Interview notes Reports Surveys	Destroy 7 years after end of year records relate to	Business need

**INFORMATION MANAGEMENT**

<b>Keyword 2</b>	<b>Keyword 3</b>	<b>Keyword 4</b>	<b>Sample Records</b>	<b>Disposal Instruction</b>	<b>Reason</b>
<b>PLANNING AND STRATEGY</b>			Agenda Minutes  Team forecast planning (Commons)  Department forecast planning (Lords) Resource plans	Destroy 5 years after end of year records relate to	Business need
<b>POLICY MAKING</b>			Correspondence Policy Precedent records Inclusion analysis Working papers	Transfer to Parliamentary Archives when policy is superseded/becomes obsolete	Historical value
<b>PROCEDURES AND GUIDANCE</b>			Manuals, instructions and other guidance  Inclusion analysis	Destroy 5 years after procedures superseded/become obsolete	Business need
<b>PROGRAMMES AND PROJECTS</b>	<b>CATEGORY A, B AND C PROGRAMMES AND PROJECTS - GOVERNANCE</b>		Assurance/checkpoint reports Board minutes Business case Change management/engagement strategy and plan Equality/inclusivity assessment Mandate Stakeholder engagement strategy and plan, stakeholder maps Summary/highlight report	Transfer to the Parliamentary Archives after programme/project is completed.  When the programme/project meets selection criteria in the Collection Development Policy e.g. How Parliament Works, then all programme/project management (i.e. PMO-level) information should be transferred.	Historical value and Business need

**INFORMATION MANAGEMENT**

<b>Keyword 2</b>	<b>Keyword 3</b>	<b>Keyword 4</b>	<b>Sample Records</b>	<b>Disposal Instruction</b>	<b>Reason</b>
<b>PROGRAMMES AND PROJECTS</b>	<b>CATEGORY A, B AND C PROGRAMMES AND PROJECTS - OTHER DOCUMENTATION</b>		Change impact assessments Communication artefacts Communications strategy and plan Key stakeholder update Integrated assurance and approvals plan RACI - Responsibility Assignment Matrix RAID log (risk register) Set up for Success form (S4S) Terms of Reference	Destroy 6 years after programme/project has ended.	Limitation Act 1980 and Business need
<b>PROGRAMMES AND PROJECTS</b>	<b>LOCAL PROJECTS</b>		Communications Delivery plan Project plan Stakeholder map	Destroy 6 years after project has ended.	Limitation Act 1980 and Business need
<b>REPORTING</b>			Statistics Working papers	Destroy 7 years after end of year records relate to	Business need
<b>RISK MANAGEMENT</b>			Correspondence Incident register Risk register	Destroy 7 years after end of year records relate to	Business need
<b>SECURITY</b>			Correspondence Information security breaches Logs Registers of sensitive information 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; UK Data Protection Act 2018

**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).

<b>Keyword 2</b>	<b>Keyword 3</b>	<b>Keyword 4</b>	<b>Sample Records</b>	<b>Disposal Instruction</b>	<b>Reason</b>
<b>APPLICATION SUPPORT</b>			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
<b>BOARDS AND GROUPS</b>			Agenda Circulated papers Circulation lists Correspondence Minutes	Destroy 5 years after end of year records relate to	Business need
<b>ENTERPRISE ARCHITECTURE</b>			Software updates	Destroy 3 years after software becomes redundant/ is replaced	Business need
<b>LICENSING</b>			Software licence Software request Named users list Quote from supplier Usage Information	Destroy 1 year after licence expires.	Principle 5 of the UK Data Protection Act 2018; Business need
<b>MONITORING</b>	<b>EVALUATION</b>		Service improvement checks	Destroy 3 years after end of year records relate to	Business need
<b>MONITORING</b>	<b>LOGS</b>		IT Forensic Log	Destroy 1 year after end of year records relate to	Business need
<b>PERFORMANCE MANAGEMENT</b>			Performance reports	Destroy 3 years after end of year to which records relate	Business need

INFORMATION SYSTEMS AND TECHNOLOGY

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
<b>PLANNING AND STRATEGY</b>			Agenda Minutes Team forecast planning (Commons)  Department forecast planning (Lords) Resource plans	Destroy 3 years after end of year to which records relate	Business need
<b>POLICY MAKING</b>			Correspondence Policy Precedent records Working papers Inclusion analysis	Transfer to Parliamentary Archives when policy superseded	Historical value
<b>PROCEDURES AND GUIDANCE</b>			Manuals, instructions and guidance Inclusion analysis	Destroy 3 years after procedures superseded/ becomes obsolete	Business need
<b>PROGRAMMES AND PROJECTS</b>	<b>Category A and B Programmes and Projects – Governance</b>		<b>Key governance documentation, including but not limited to;</b>  Business case Board minutes Change management/engagement strategy and plan Closure Record Equality/Inclusion Analysis Inclusion Analysis Integrated Assurance and Approval Plan (IAAP) Mandate Programme Summary Report (PSR) Stakeholder engagement strategy and plan, stakeholder maps	Transfer to the Parliamentary Archives after programme/project is completed  When the programme/project meets the Collection Development Policy selection criteria e.g. How Parliament Works, then all programme/project management information should be transferred	Historical value, business need

INFORMATION SYSTEMS AND TECHNOLOGY

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
PROGRAMMES AND PROJECTS	Category A and B Programmes and Projects – Other documents		<p><b>All other project delivery documentation, including but not limited to;</b></p> <p>Change Approvals Board – Request for Change                      High level design                      Information and Cyber Security Accreditation                      Plan/Roadmap                      RAID log                      Set up for Success form (S4S)                      Service Transition Checklist</p>	Destroy 6 years after project has ended	Limitation Act 1980, business need
PROGRAMMES AND PROJECTS	Category C Programmes and Projects – Governance		<p><b>Key governance documentation, including but not limited to;</b></p> <p>Business case                      Change management/engagement strategy and plan                      Closure Record                      Equality/Inclusion Analysis                      Programme Summary Report (PSR)                      Stakeholder engagement strategy and plan, stakeholder maps</p>	<p>Transfer to the Parliamentary Archives after programme/project is completed.</p> <p>When the programme/project meets the Collection Development Policy selection criteria e.g. How Parliament Works, then all programme/project management information should be transferred. Low-level/routine delivery information should still be destroyed after 6 years.</p>	Historical value, business need
PROGRAMMES AND PROJECTS	Category C Programmes and Projects – Other documentation		<p><b>All other project delivery documentation, including but not limited to;</b></p> <p>Actions &amp; Decisions log                      Change Approvals Board – Request for Change                      Change impact assessment                      Communication artefacts                      Communications strategy and plan                      High level design                      Key stakeholder update                      RACI - Responsibility Assignment Matrix                      RAID log                      Information and Cyber Security Accreditation                      Set up for Success form (S4S)                      Service Transition Checklist</p>	Destroy 6 years after project has ended	Limitation Act 1980, business need
PROGRAMMES AND PROJECTS	Local projects		<p><b>Including but not limited to;</b></p> <p>Communications                      Delivery plan                      Project Plan                      Stakeholder map</p>	Destroy 6 years after project has ended	Business need

INFORMATION SYSTEMS AND TECHNOLOGY

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
<b>REPORTING</b>			Statistics Working papers	Destroy 5 years after end of year records relate to	Business need
<b>RESEARCH</b>			Research paper Working papers	Destroy 3 years after action completed	Business need
<b>RESEARCH</b>			<b>Audio/Visual Research</b> Research audio/visual of interview Written transcript or summary notes of the audio/visual material <i>Consent forms</i>	Destroy 1 year after interview takes place.	Business need
<b>RISK MANAGEMENT</b>			Correspondence Risk register Working papers	Destroy 3 years after end of year to which records relate	Business need
<b>SECURITY</b>	<b>ASSESSMENTS</b>		Assessments of information systems & technology security standards	Transfer to the Parliamentary Archives after finalisation of assessment.	Historical Value
<b>SECURITY</b>	<b>REPORTS</b>		Correspondence Security infringement reports	Destroy 1 year after action completed.	Business need
<b>SERVICE DELIVERY</b>	<b>CHANGE MANAGEMENT</b>		Change record	Destroy 6 years after change record closed.	Business need
<b>SERVICE DELIVERY</b>	<b>HARDWARE ASSET MANAGEMENT</b>		Hardware asset management record	Destroy 6 years following year of final amortisation.	Business need
<b>SERVICE DELIVERY</b>	<b>INCIDENT MANAGEMENT</b>		Incident record	Destroy 6 years after incident record closed.	Business need
<b>SERVICE DELIVERY</b>	<b>KNOWLEDGE</b>		Knowledge articles	Destroy 6 years after article has been superseded/becomes obsolete.	Business need
<b>SERVICE DELIVERY</b>	<b>PERFORMANCE REPORTING</b>		Anonymised user analytics ServiceNow performance reports	Destroy 6 years after end of year records relate to.	Business need
<b>SERVICE DELIVERY</b>	<b>PROBLEM MANAGEMENT</b>		Problem record	Destroy 6 years after request record closed.	Business need
<b>SERVICE DELIVERY</b>	<b>REQUEST MANAGEMENT</b>		Request record	Destroy 6 years after request record closed.	Business need
<b>SERVICE DELIVERY</b>	<b>USER RECORD</b>		User record	Destroy 3 months after individual has left Parliament and returned hardware.	Business need; Data Protection legislation



**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
<b>ADVICE</b>			<b>Correspondence, including requests for advice from internal clients and advice provided, regarding:</b> Charities Contempt of the House and Penal Jurisdictions Copyright Data Protection Freedom of Information Intellectual Property Human Rights Privilege Procedure Public Inquiries Standards in Public Life Judicial Review	Transfer to the Parliamentary Archives when information no longer required for business use.	Historical value
<b>LITIGATION</b>			Correspondence relating to issues setting a legal precedent	Transfer to the Parliamentary Archives after end of year action completed.	Historical value
			Correspondence for claims regarding personal injury (HC only)	Destroy 7 years after file closure.	Limitation Act 1980
			Correspondence relating to individual employment cases	Destroy 7 years after settlement or withdrawal date	Limitation Act 1980
<b>PLANNING AND STRATEGY</b>			Agenda Minutes Team forecast planning (Commons) Department forecast planning (Lords) Resource plans	Destroy 5 years after end of year which records relate to	Business need
<b>PROCEDURES AND GUIDANCE</b>			Circulars Guidance Inclusion analysis 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.

<b>Keyword 2</b>	<b>Keyword 3</b>	<b>Keyword 4</b>	<b>Sample Records</b>	<b>Disposal Instruction</b>	<b>Reason</b>
<b>BALLOTS</b>			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
<b>MEASURES</b>			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
<b>PARLIAMENTARY PROCEDURE</b>	<b>GOVERNMENT BILLS PROCEDURE</b>		Correspondence Notes	Destroy 5 years after last action  <b>Note:</b> If information is likely to be of use beyond 5 years, it should be added to a precedent file.	Business need
<b>PARLIAMENTARY PROCEDURE</b>	<b>GUIDES AND LEAFLETS</b>		Guidance notes Leaflets	Transfer to Parliamentary Archives 5 years after last action	Historical value
<b>PARLIAMENTARY PROCEDURE</b>	<b>PRECEDENT FILES</b>		Correspondence Notes	Review 5 years after last action. Transfer to Parliamentary Archives immediately after review  <b>Note:</b> Review records prior to transfer or export and destroy/delete published material e.g. extracts from Hansard.	Historical value
<b>PARLIAMENTARY PROCEDURE</b>	<b>PRIVATE MEMBERS BILL PROCEDURE</b>		Correspondence Notes	Destroy 5 years after last action  <b>Note:</b> If information is likely to be of use beyond 5 years, it should be added to a precedent file.	Business need
<b>PARLIAMENTARY PROCEDURE</b>	<b>STANDING ORDERS</b>		Proofs and drafts of Standing Orders	Destroy 7 years after last action	Business need

LEGISLATION

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
<b>PLANNING AND STRATEGY</b>			Agenda Minutes Team forecast planning (Commons) Department forecast planning (Lords) Resource plans	Destroy 5 years after end of year in which records relate to	Business need
<b>PRIVATE LEGISLATION</b>			<b>Acts:</b> Certified proof copies of Acts Correction slips Royal Assent Vellums Commission of Royal Assent Commission of Prorogation	Transfer to Parliamentary Archives when after end of session records relate to	Historical value
<b>PRIVATE LEGISLATION</b>			<b>Bills:</b> 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 after end of session to which the records relate  <b>Note:</b> Review records prior to transfer or export and destroy/delete published material and routine records.	Historical value

**LEGISLATION**

<b>Keyword 2</b>	<b>Keyword 3</b>	<b>Keyword 4</b>	<b>Sample Records</b>	<b>Disposal Instruction</b>	<b>Reason</b>
<b>PRIVATE LEGISLATION</b>			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 after end of session to which the records relate <b>Note:</b> Review records prior to transfer or export and destroy/delete published material and routine records.	Historical value
<b>PRIVATE LEGISLATION</b>	<b>NON-SUBSTANTIVE LEGISLATION CHANGES</b>		Correspondence	Transfer to the Parliamentary Archives after end of session records relate to. <b>Note:</b> A copy of the correspondence may be retained by the originating office as part of a precedent file when the master is transferred to the Parliamentary Archives. It must be clearly marked as a copy.	Historical value
<b>PROCEDURES AND GUIDANCE</b>			Procedures Guidance Inclusion analysis	Transfer to Parliamentary Archives when procedures superseded/become obsolete <b>Note:</b> 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	
<b>PUBLIC BILLS</b>			<b>Acts:</b> Certified proof copies of Acts Commission of Prorogation Correction slips Commission of Royal Assent	Transfer to Parliamentary Archives	Historical value	
			<b>Bills Development:</b> Draft Bills House Bills (endorsed) Authorities Explanatory memorandum/notes for public bills Printed Bills House Bills (Table copies- HC only ) Selection lists (HC only)	<p style="text-align: center;"><b>House of Lords:</b></p> Transfer to Parliamentary Archives at end of session to which the records relate <b>Note:</b> Review records prior to transfer or export and destroy/delete published material and routine records.	<p style="text-align: center;"><b>House of Lords:</b> Historical value</p> <p style="text-align: center;"><b>House of Commons:</b> Business need</p>	
				<p style="text-align: center;"><b>House of Commons:</b></p> Review one session after the end of session to which the records relate. Destroy following review <b>Note:</b> If information is likely to be of use beyond years, it should be added to a precedent file		
					<p style="text-align: center;"><b>Both Houses</b></p> In instances where a Bill is not introduced until a later session or Parliament, or, is carried-over or re-introduced in a new session or new Parliament. Information may be retained until the Bill has been enacted. At this point, transfer material to the Parliamentary Archives.	
				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) Order Confirmation Bills (including amended lists, authorities, advice and other associated docs)	Transfer to Parliamentary Archives 2 years after action completed  <b>Note:</b> Review records prior to transfer or export and destroy/delete published material and routine records	Historical value	
			Explanatory memorandum/notes for public bills Printed Bills House Bills (HC Table copies)			

**LEGISLATION**

<b>Keyword 2</b>	<b>Keyword 3</b>	<b>Keyword 4</b>	<b>Sample Records</b>	<b>Disposal Instruction</b>	<b>Reason</b>
<b>PUBLIC BILLS</b>	<b>CORRESPONDENCE</b>		Correspondence with Parliamentary Counsel Other significant correspondence	Transfer to the Parliamentary Archives after end of session records relate to.	Historical value
<b>PUBLIC BILLS</b>	<b>NON-SUBSTANTIVE LEGISLATION CHANGES</b>		Correspondence	Transfer to the Parliamentary Archives after end of session records relate to.  <b>Note:</b> A copy of the correspondence may be retained by the originating office as part of a precedent file when the master is transferred to the Parliamentary Archives. It must be clearly marked as a copy.	Historical value
<b>PUBLIC BILLS</b>	<b>PRE-INTRODUCTION (HOUSE OF COMMONS ONLY)</b>		Annotated Bills (up to 2019)	Transfer to the Parliamentary Archives after end of session records relate to.  <b>Note:</b> Annotated Bills are hard copy only and will not persist beyond the 2019 session.	Historical value
<b>STATUTORY INSTRUMENTS</b>			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  <b>Note:</b> 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.

<b>Keyword 2</b>	<b>Keyword 3</b>	<b>Keyword 4</b>	<b>Sample Records</b>	<b>Disposal Instruction</b>	<b>Reason</b>
<b>ADDITIONAL SUPPORT GROUP (ASG)</b>	<b>SUCCESSFUL APPLICATIONS</b>		Pseudonymised applications	Destroy after the ASG has reached a decision.	Business need
<b>ADDITIONAL SUPPORT GROUP (ASG)</b>	<b>UNSUCCESSFUL APPLICATIONS</b>		Pseudonymised applications	Destroy after 6 months to facilitate any requests for reconsideration.	Business need
<b>ADVICE</b>			<b>Commons only:</b> Routine advice relating to issues such as finance, information compliance, catering, flexible working requests, managing misconduct, probation, performance management, office	Destroy 6 years after action completed  Note: If the advice records or has led to a change in Members' Services policy, it should be added to a policy file.	Business need, Limitation Act 1980
			Members' HR advice	At the beginning of a new parliament: • 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
<b>ALLOWANCES</b>			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	House of Lords: Destroy 4 years after end of financial year in which action completed.	House of Lords: Guide to the Code of Conduct for Members of the House of Lords
<b>BOARDS AND GROUPS</b>			Agenda Correspondence Minutes Reports	Destroy 5 years after end of year records relate to	Business need

## MEMBERS' SERVICES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
<b>CUSTOMER SERVICE</b>			<b>Annual Review</b> Correspondence Customer survey Questionnaire Report Statistics	Destroy 2 years after annual review completed	Principle 5 of the UK Data Protection Act 2018; business need
			<b>Routine feedback</b> Feedback form Suggestion form	Destroy 2 years after end of year in which feedback received	Principle 5 of the UK Data Protection Act 2018; business need
<b>ENQUIRIES</b>			<b>Library research enquiries:</b> Final written replies	Destroy after reference ceases	Business need
			Background notes Correspondence Research Short notes/ summaries	Destroy 7 years after last access	Business need
<b>EVENTS</b>			Acceptances Agenda and programme Booking confirmation form Correspondence Invitations Menu, selection and costings Seating plan	Destroy 3 years after end of year in which event was completed	Business need
			Guest list	Destroy 1 month after event had occurred	Personal details contained
<b>INFRINGEMENTS</b>			Correspondence Supporting documentation	Destroy 3 years after action completed	Business need



## MEMBERS' SERVICES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
<b>INSURANCE</b>			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
<b>LEARNING AND DEVELOPMENT</b>			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 6 years after course held	Business need
<b>LIAISON</b>			Correspondence Meeting notes	Destroy 3 years after last access.	Business need
<b>PAY</b>	<b>BANK DETAILS</b>		Bank details, records of Correspondence	Destroy 3 years after end of year in which employment terminated	National Audit Office/ Inland Revenue advice
<b>PAY</b>	<b>BENEFITS</b>		<b>Childcare vouchers:</b> Application form Contract signed by Member Correspondence	Destroy 3 years after entitlement ceases <b>Note:</b> 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

## MEMBERS' SERVICES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
<b>PAY</b>	<b>SALARY PAYMENT DETAILS</b>		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
<b>PAY</b>	<b>INCOME TAX AND NATIONAL INSURANCE</b>		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
<b>PAY</b>	<b>OVER PAYMENTS</b>		Correspondence Overpayments Repayment agreement	Destroy 6 years after repayment or write-off	Limitation Act 1980
<b>PAY</b>	<b>PENSION RECORDS</b>		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
<b>PENSION SCHEME MANAGEMENT</b>			Contract Correspondence Reports Benefit statement proofs	Delete 6 years after scheme ceases/ at end of scheme year	Limitation Act 1980
<b>PLANNING AND STRATEGY</b>			Agenda Minutes Team forecast planning (Commons) Department forecast planning (Lords) Resource plans	Destroy 5 years after end of year records relate to	Business need
<b>POLICY MAKING</b>			Correspondence Policy Precedent records Working papers Inclusion analysis	Transfer to Parliamentary Archives when policy superseded/ becomes obsolete	Historical value

**MEMBERS' SERVICES**

<b>Keyword 2</b>	<b>Keyword 3</b>	<b>Keyword 4</b>	<b>Sample Records</b>	<b>Disposal Instruction</b>	<b>Reason</b>
<b>PROCEDURES AND GUIDANCE</b>			Final version of written guidance and rules e.g Members' HR guidance and Members' Staff handbook Drafts of guidance	Transfer to Parliamentary Archives	Historical value
			Working papers Correspondance Manuals,instructions and other guidance Inclusion analysis Desk notes	Destroy 5 years after procedure/guidance is superseded.	Business need
<b>PROGRAMMES AND PROJECTS</b>	<b>CATEGORY A, B AND C PROGRAMMES AND PROJECTS - GOVERNANCE</b>		Assurance/checkpoint reports Board minutes Business case Change management/engagement strategy and plan Equality/inclusivity assessment Mandate Stakeholder engagement strategy and plan, stakeholder maps Summary/highlight report	Transfer to the Parliamentary Archives after programme/project is completed.  When the programme/project meets selection criteria in the Collection Development Policy e.g. How Parliament Works, then all programme/project management (i.e. PMO-level) information should be transferred.	Historical value and Business need
<b>PROGRAMMES AND PROJECTS</b>	<b>CATEGORY A, B AND C PROGRAMMES AND PROJECTS - OTHER DOCUMENTATION</b>		Change impact assessments Communication artefacts Communications strategy and plan Key stakeholder update Integrated assurance and approvals plan RACI - Responsibility Assignment Matrix RAID log (risk register) Set up for Success form (S4S) Terms of Reference	Destroy 6 years after programme/project has ended.	Limitation Act 1980 and Business need

## MEMBERS' SERVICES

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
<b>PROGRAMMES AND PROJECTS</b>	<b>LOCAL PROJECTS</b>		Communications Delivery plan Project plan Stakeholder map	Destroy 6 years after project has ended.	Limitation Act 1980 and Business need
<b>REPORTING</b>			Statistics Working papers	Destroy 5 years after end of year records relate to	Business need
<b>RESEARCH PUBLICATIONS</b>			Library note Statistical analysis and background research Surveys	Destroy 7 years after publication superseded/ becomes obsolete	Business need
<b>RESEARCH (AUDIO AND VISUAL MATERIAL)</b>	<b>INTERVIEW</b>		Video/Audio of interview	Destroy 2 weeks after interview takes place.	Business need
<b>RESEARCH (AUDIO AND VISUAL MATERIAL)</b>	<b>TRANSCRIPTION</b>		Written transcript or summary notes of the audio/visual material	Destroy 2 years after audio or visual is created.	business need
<b>SECURITY</b>			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.

<b>Keyword 2</b>	<b>Keyword 3</b>	<b>Keyword 4</b>	<b>Sample Records</b>	<b>Disposal Instruction</b>	<b>Reason</b>
<b>PLANNING AND STRATEGY</b>			Agenda Minutes Team forecast planning (Commons) Department forecast planning (Lords) Resource plans	Destroy 5 years after end of year records relate to	Business need
<b>POLICY MAKING</b>			Correspondence Inclusion analysis Policy Precedent papers Working papers	Transfer to the Parliamentary Archives after policy superseded/becomes obsolete.	Historical value
<b>PROCEDURES AND GUIDANCE</b>			Official Report (Hansard) Procedures Inclusion analysis Style guide	Destroy 5 years after procedures superseded/ become obsolete	Business need
<b>PRODUCTION</b>			<b>Audio records:</b> 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
<b>QUALITY CONTROL</b>			Comments from Members/Ministers Monthly report Statistics Survey Working papers	Destroy 1 year after last action	Business need
<b>REPORTING</b>			Statistics Working papers	Destroy 5 years after end of year records relate to	Business need

PARLIAMENTARY PRIVILEGES AND STANDARDS

**KEYWORD 1: PARLIAMENTARY PRIVILEGES AND**

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
<b>ADVICE</b>			Routine advice Correspondence	Destroy 5 years after last action  <b>Note:</b> If advice relates to a new or emerging policy issue or sets a precedent, it should be added to a policy file.	Business need
<b>BOARDS AND GROUPS</b>			Agenda Circulated papers Correspondence with the Chair Minutes Annual Reports	Transfer to the Parliamentary Archives at the end of the year records relate to.	Historical value
<b>COMMITTEES</b>			<b>House of Commons:</b> Agenda Circulation list and papers Commissioner's progress report Corrections Evidence Informal notes Minutes Reports <b>House of Lords:</b> Agenda Circulations Correspondence Evidence Minutes Numbered papers Reports	Transfer to Parliamentary Archives after end of session to which records relate  <b>Note:</b> Review records prior to transfer or export and destroy/delete published and routine records.	Historical value

PARLIAMENTARY PRIVILEGES AND STANDARDS

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
COMPLAINT CASES			<b>House of Commons Case files:</b> Complaint Correspondence Evidence Logs Response by Commissioner Report Rectifications and dismissals Referrals (HC)	Destroy 6 years after end of financial year to which records relate.	Business need, Limitation Act 1980
				Destroy 2 years after action completed	Business need
			<b>House of Lords:</b> Complaint Correspondence Evidence Response Report	Destroy 6 years after end of financial year to which records relate.	Business need, Limitation Act 1980
			<b>Independent Expert Panel's Case outcome:</b> Published reports Published Correspondence Sub-panel decisions	Transfer to the Parliamentary Archives following publication in line with the Collections Development Policy select criteria: Parliament as a community.	Historical value
			<b>Independent Expert Panel's Considerations:</b> Evidence Investigator's report Commissioner's decision and memorandum Submissions from parties Notes of oral hearings Correspondence Laying letters (IEP copy) Chamber brief on report	Destroy 6 years after conclusion of case	Business need
			<b>Oral hearings:</b> Recordings of oral hearings	Destroy within one month of conclusion of case	Business need; Data Protection Act 2018
			<b>Draft reports and administrative correspondence:</b> Draft reports and decisions Administrative arrangements Copies of press releases and media lines (including drafts)	Destroy within one month of conclusion of case	Business need

PARLIAMENTARY PRIVILEGES AND STANDARDS

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
<b>COMPLAINT CASES</b>			Complaints not investigated (HL)	Destroy 2 years after action completed	Business need
<b>INFORMAL COMPLAINT (HL ONLY)</b>			Log Correspondence	Destroy once Member ceases to be a Member of the House of Lords.	Business need
<b>LIAISON</b>			Correspondence Minutes	Destroy 3 years after last action  <b>Note:</b> If information has continuing business value beyond 3 years, it should be added to a precedent or policy file.	Business need
<b>PARLIAMENTARY PROCEDURE</b>			Correspondence Precedent records Supporting papers	Transfer to Parliamentary Archives	Historical value
<b>PEERAGE CLAIMS</b>			Correspondence Registration form Supporting documentation	Transfer to Parliamentary Archives when action completed	Historical value
<b>PLANNING AND STRATEGY</b>			Agenda Minutes Team forecast planning (Commons) Department forecast planning (Lords) Resource plans	Destroy 5 years after end of year records relate to	Business need
<b>POLICY MAKING</b>			Correspondence Inclusion analysis Policy Working papers	Transfer to Parliamentary Archives when policy superseded/becomes obsolete	Historical value
<b>PRIVILEGE</b>			<b>House of Commons:</b> 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
			<b>House of Lords:</b> 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
<b>PROCEDURES AND GUIDANCE</b>			Code of Conduct Guide to the Code of Conduct Guide to the rules Consultation papers Inclusion analysis 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
<b>REGISTRATION OF INTERESTS</b>	<b>HC Members' Staff, Parliamentary Journalists and All-Party Parliamentary Groups' Registration</b>		Correspondence Registration form Notification of change of circumstance Advice Register	Destroy 6 years after end of year records relate to.	Business need, Limitation Act 1980
<b>REGISTRATION OF INTERESTS</b>	<b>MEMBERS' REGISTRATION</b>		Correspondence Registration form Notification of change of circumstance Advice Register	<p><b>House of Commons:</b> Destroy 6 years after end of year records relate to Disposal instruction applies to the master copies.</p> <p>Files on Members which may be ongoing will be weeded annually to remove information that is due for disposal.</p> <p><b>House of Lords:</b> Destroy 4 years after individual ceases to be a Member of the House of Lords</p> <p><b>Note:</b> Review prior to destruction. Destroy if no longer required to directly support outstanding complaints</p>	Business need
<b>REGISTRATION OF INTERESTS</b>	<b>MEMBERS' STAFF REGISTRATION</b>		<b>House of Lords:</b> Correspondence Registration form Notification of change of circumstance	Destroy 4 years after action completed	Business need

**PARLIAMENTARY PRIVILEGES AND STANDARDS**

<b>Keyword 2</b>	<b>Keyword 3</b>	<b>Keyword 4</b>	<b>Sample Records</b>	<b>Disposal Instruction</b>	<b>Reason</b>
<b>REGISTRATION OF INTERESTS</b>	<b>REGISTER (HL)</b>		Annual Update of Register of Lords' Interests	Transfer one copy to Parliamentary Archives after annual update completed	Historical value
<b>REGISTRATION OF INTERESTS</b>	<b>REGISTER UPDATES (HL)</b>		Register updates (routine)	Destroy 3 years after action completed	Business need
<b>REPORTING</b>			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
<b>BOARDS AND GROUPS</b>			Agenda Correspondence Minutes hdf Reports	Destroy 5 years after end of year records relate to	Business need
<b>EVENTS</b>			<p><b>Conference records of archival value:</b> Agenda Briefs Executive minutes Final programme Invitation Report Speeches</p> <p><b>Administration of celebrations, conferences and functions:</b> Accommodation bookings Briefs Conference papers Correspondence Draft programmes Menu Photographs Planning meeting minutes Ticket allocations Travel bookings</p>	Transfer to Parliamentary Archives 3 years after end of year in which event was completed	Historical value; Research value
<b>GREETINGS</b>			Correspondence	Destroy 1 year after action completed	Business need
<b>JOINT VENTURES</b>			Correspondence Invitations Aims and objectives document Meetings Programmes Nominations Travel arrangements	Destroy 5 years after programme ceases	Business need
<b>LIAISON</b>			Agendas Correspondence Minutes	Destroy 5 years after end of year records relate to	Business need
<b>PLANNING AND STRATEGY</b>			Agenda Minutes Team forecast planning (Commons) Department forecast planning (Lords) Resource plans	Destroy 5 years after end of year records relate to	Business need
<b>POLICY MAKING</b>			Correspondence Policy Precedent records Inclusion analysis 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
<b>PROCEDURES AND GUIDANCE</b>			Visit procedures Programme guidance Administrative procedures Inclusion analysis	Destroy 10 years after last access	Business need
<b>VISITS</b>	<b>DELAGATIONS</b>		Programmes Correspondence Administrative arrangements Delegation nominations Contact details Invitations	Transfer to Parliamentary Archives 5 years after visit  <b>Note:</b> 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
<b>VISITS</b>	<b>INWARD VISITS</b>		Programmes Correspondence Administrative arrangements Delegation nominations Contact details Invitations	Destroy 5 years after last access	Historical value
<b>VISITS</b>	<b>OUTWARD</b>		Programmes Correspondence Administrative arrangements Delegation nominations Contact details Invitations	Transfer to Parliamentary Archives 5 years after visit  <b>Note:</b> 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
<b>VISITS</b>	<b>VISITORS LIST</b>		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

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

PROCUREMENT

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
PROGRAMMES AND PROJECTS	CATEGORY A, B AND C PROGRAMMES AND PROJECTS -		<b>Key governance documentation, including but not limited to:</b> Assurance/checkpoint reports Board minutes Business case Change management/engagement strategy and plan Equality/inclusivity assessment Mandate Stakeholder engagement strategy and plan, stakeholder maps Summary/highlight report	Transfer to Parliamentary Archives after programme/project is completed.  When the programme/project meets selection criteria in the Collection Development Policy e.g. How Parliament Works, then all programme/project management (i.e. PMO-level) information should be transferred.	Historical value, business need.
PROGRAMMES AND PROJECTS	CATEGORY A, B AND C PROGRAMMES AND PROJECTS - OTHER DOCUMENTATION		<b>All other project delivery documentation, including but not limited to:</b> Change impact assessment Communication artefacts Communications strategy and plan Key stakeholder update  Integrated assurance and approvals plan RACI - Responsibility Assignment Matrix RAID log (risk register) Set up for Success form (S4S) Terms of Reference	Destroy 6 years after programme/project has ended.	Limitation Act 1980, Business need
PROGRAMMES AND PROJECTS	LOCAL PROJECTS		Including but not limited to: Communications Delivery plan Project plan Stakeholder map	Destroy 6 years after project has ended.	Limitation Act 1980, Business need

PROCUREMENT

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
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	<p style="text-align: center;">Destroy 6 years after the end of contract</p> <p><b>Note:</b> The end of the contract is the actual end date (including extensions) and not the forecast end date recorded in the contract.</p> <p><b>Note:</b> 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><b>Note:</b> Information held in databases or an e-procurement system should be removed in accordance with the disposal instructions.</p> <p><b>Note:</b> This also covers contracts for agency/contractor staff.</p>	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>Destroy 6 years after the end of contract</p> <p><b>Note:</b> The end of the contract is the actual end date (including extensions) and not the forecast end date recorded in the contract.</p> <p><b>Note:</b> 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><b>Note:</b> 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	Project Initiation Document Tender business case Tender specification evaluation criteria Tender evaluation matrix Advert text, including prior information notice	<p>Destroy 6 years after the end of contract</p> <p><b>Note:</b> The end of the contract is the actual end date (including extensions) and not the forecast end date recorded in the contract.</p> <p><b>Note:</b> 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  <b>Note:</b> 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  <b>Note:</b> The end of the contract is the actual end date (including extensions) and not the forecast end date recorded in the contract. <b>Note:</b> Bidders are entitled to ask for all copies of failed tenders to be returned to them. Returns of failed tenders should be documented. <b>Note:</b> It is not necessary to keep publicly available information on suppliers longer than needed for extracting information and making pre-selection assessments. If company accounts are retained, they should be held as reference material and not filed as records. <b>Note:</b> 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 style="text-align: center;">Destroy 6 years after the end of contract</p> <p><b>Note:</b> The end of the contract is the actual end date (including extensions) and not the forecast end date recorded in the contract.</p> <p><b>Note:</b> 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 style="text-align: center;">Information held in databases or an e-procurement system should be removed in accordance with the disposal instructions.</p>	Limitation Act 1980

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

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
<b>BOARDS AND GROUPS</b>			Agenda Board papers Circulation List Correspondence Minutes	Destroy 5 years after end of year records relate to	Business need
<b>COMMUNICATIONS</b>	<b>CORPORATE NEWSLETTERS</b>		Final newsletter	Transfer to Parliamentary Archives after newsletter published	Historical value
<b>COMMUNICATIONS</b>	<b>HC COMMITTEE SOCIAL MEDIA ACCOUNTS</b>		Twitter Feed Facebook Page Instagram Feed Flickr Feed YouTube Channel	Transfer the content of social media account at point account closed, in line with the Collection Development Policy's selection criteria to the Parliamentary Archives.  Destroy account six months after the committee ceases to exist.	Business Need and Historical Value.
<b>COMMUNICATIONS</b>	<b>HL COMMITTEE SOCIAL MEDIA ACCOUNTS</b>		Twitter Feed Facebook Page Instagram Feed Flickr Feed YouTube Channel	Transfer the content of social media account at point account closed in line with the Collection Development Policy's selection criteria to the Parliamentary Archives. Destroy account 5 years after Government response received.  <b>Note:</b> House of Lords Committees' social media accounts are retained for longer as some committees are instructed to follow-up on inquiries years after initial report was published.	Business need and
<b>COMMUNICATIONS</b>	<b>SOCIAL MEDIA ACCOUNTS</b>		Twitter Feed Facebook Page Instagram Feed Flickr Feed YouTube Channel	Destroy 6 months after account closed. Transfer/capture the content of social media accounts which meet the Collection Development Policy's selection criteria.	Business need and Historic value
<b>COMMUNICATIONS</b>	<b>WORKING PAPERS AND LOCAL CONTENT</b>		Drafts Correspondence Agenda Minutes Photographs Research material Mailing / distribution lists Statistics Final departmental newsletters, bulletins, notices	Destroy 5 years after end of year records relate to.	Business need
<b>CUSTOMER SERVICE</b>			<b>Annual Review:</b> Correspondence Customer survey Questionnaire Statistics Report	Destroy 5 years after end of year annual review completed	Business need
			<b>Routine feedback:</b> Feedback form Suggestion form	Destroy 5 years after end of year records relate to  <b>NB</b> Destroy personal data gathered as part of feedback as soon as it is no longer needed.	Business need

PUBLIC RELATIONS

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
CUSTOMER SERVICE	INAPPROPRIATE BEHAVIOUR		Behaviour Log for inappropriate behaviour by the public (House of Lords).	Destroy 1 year after behaviour logged.	Business need; Data Protection Act 2018
			Behaviour Log for inappropriate behaviour by the public (House of Commons).	Destroy 2 year after behaviour logged.	Business need; Data Protection Act 2018
ENQUIRIES			Enquiries handled by the Enquiries Services	Destroy 5 years after end of year records relate to.	Business need
			Enquiries handled by other teams/offices	Destroy 5 years after end of year records relate to.	Business need
			Parliamentary Archives research enquiries	Destroy 1 year after end of year records relate to.	Business need
EVENTS			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 end of year in which event was completed	Business need

PUBLIC RELATIONS

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
<b>EXHIBITIONS</b>			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  <b>NB</b> 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
<b>LEARNING AND DEVELOPMENT</b>			Bookings Correspondence Course material Course outline	Destroy 5 years after programme/course completed or superseded	Business need
			Training register	An active record, updated regularly. If register is superseded/becomes obsolete/redundant, destroy 5 years after last entry	Business need
<b>LIAISON</b>			Correspondence Minutes Agenda	Destroy 5 years after end of year in which action completed	Business need
<b>MARKETING</b>			Agenda Brief Correspondence Design Distribution list Minutes Promotional materials	Destroy 5 years after last action	Business need

PUBLIC RELATIONS

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
MEDIA RELATIONS			<b>Filming and photography:</b> Copyright declaration forms (completed) Correspondence Request	Destroy 5 years after action completed	Business need
			<b>Press Communications:</b> Briefing Invitation to press conference Press release		
PLANNING AND STRATEGY			<b>Press Communications:</b> Weekly news to lobby journalists	Destroy 1 month after creation	Business need
			Agenda Correspondence Minutes Drafts and final plan Team forecast planning (Commons) Department forecast planning (Lords)	Destroy 5 years after end of year records relate to	Business need
POLICY MAKING			Correspondence Policy Precedent records Working papers Inclusion analysis	Transfer to Parliamentary Archives when policy superseded/becomes obsolete	Historical value

PUBLIC RELATIONS

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
<b>PROCEDURES AND GUIDANCE</b>			Departmental drafts and final procedures Drafts and final guidance Inclusion analysis	Destroy 5 years after procedures superseded/obsolete	Business need
<b>PROGRAMMES AND PROJECTS</b>	<b>CATEGORY A, B AND C PROGRAMMES AND PROJECTS - GOVERNANCE</b>		Assurance/checkpoint reports Board minutes Business case Change management/engagement strategy and plan Equality/inclusivity assessment Mandate Stakeholder engagement strategy and plan, stakeholder maps Summary/highlight report	Transfer to the Parliamentary Archives after programme/project is completed.  When the programme/project meets selection criteria in the Collection Development Policy e.g. How Parliament Works, then all programme/project management (i.e. PMO-level) information should be transferred.	Historical value and Business need
<b>PROGRAMMES AND PROJECTS</b>	<b>CATEGORY A, B AND C PROGRAMMES AND PROJECTS - OTHER DOCUMENTATION</b>		Change impact assessments Communication artefacts Communications strategy and plan Key stakeholder update  Integrated assurance and approvals plan  RACI - Responsibility Assignment Matrix RAID log (risk register) Set up for Success form (S4S) Terms of Reference	Destroy 6 years after programme/project has ended.	Limitation Act 1980 and Business need
<b>PROGRAMMES AND PROJECTS</b>	<b>LOCAL PROJECTS</b>		Communications Delivery plan Project plan Stakeholder map	Destroy 6 years after project has ended.	Limitation Act 1980 and Business need

PUBLIC RELATIONS

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
<b>REPORTING</b>			Statistics Working papers	Destroy 5 years after end of year records relate to	Business need
<b>VISITING AND TOURS</b>			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
			Visitor contact information collected for COVID Track and Trace	Destroy no later than one month after visitor data has been collected	UK Data Protection Act 2018
<b>Disposal instructions and first review criteria for Parliamentary <u>photographs</u> relating to Public Relations themes and Keywords</b>			Please refer to our Photographs policy document for further details.		



**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.

<b>Keyword 2</b>	<b>Keyword 3</b>	<b>Keyword 4</b>	<b>Sample Records</b>	<b>Disposal Instruction</b>	<b>Reason</b>
<b>ADVICE</b>			Advisory notes Correspondence	Destroy 2 years after action completed	Business need
<b>BOARDS AND GROUPS</b>			<b>Committee Office Management Group (House of Commons) :</b> Agenda Circulated Papers Minutes	Transfer to Parliamentary Archives after end of session records relate to	Historical value
			<b>Working Groups:</b> Agenda Circulated Papers Minutes	Destroy 5 years after end of session records relate to	Business need
<b>BUSINESS MANAGEMENT</b>			Weekly bulletins (HC only) Bids (HC only)	Destroy 2 years after end of session records relate to	Business need
<b>COMMITTEE MEETINGS</b>			Anonymised witness  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
<b>COMMITTEE OPERATIONS</b>	<b>ADVICE TO CHAIR AND MEMBERS</b>		Routine correspondence Notes	Destroy 2 years (HL) or 5 years (HC) after end of session records relate to	Business need
<b>COMMITTEE OPERATIONS</b>	<b>AGGREGATED COMMITTEE ENGAGEMENT REPORTING (HOUSE OF COMMONS ONLY)</b>		Anonymised witness diversity statistics  Anonymised Specialist Advisers diversity statistics	Transfer to the Parliamentary Archives when Parliament has ended	Historical value

**SCRUTINY**

<b>Keyword 2</b>	<b>Keyword 3</b>	<b>Keyword 4</b>	<b>Sample Records</b>	<b>Disposal Instruction</b>	<b>Reason</b>
<b>COMMITTEE OPERATIONS</b>	<b>CREATING AND RECONSTITUTING COMMITTEES</b>		Correspondence Notes	<p align="center"><b>House of Lords:</b> Destroy 2 years after end of session records relate to</p> <p align="center"><b>House of Commons:</b> Destroy 1 year after end of parliament records relate to</p>	Business need
<b>COMMITTEE OPERATIONS</b>	<b>COMMITTEE CORRESPONDENCE</b>	<b>ROUTINE CORRESPONDENCE</b>	Correspondence Unsolicited correspondence Circulars	Destroy 2 years (HL) or 5 years (HC) after end of session	Business need
<b>COMMITTEE OPERATIONS</b>	<b>COMMITTEE CORRESPONDENCE</b>	<b>SUBSTANTIVE CORRESPONDENCE</b>	Correspondence  Contingent Liabilities files (HC only)	Transfer to Parliamentary Archives after end of session records relate to	Historical value
<b>COMMITTEE OPERATIONS</b>	<b>COMMITTEE CORRESPONDENCE</b>	<b>CORRESPONDENCE LOG</b>	Correspondence log	An active record, updated regularly. If log is superseded, destroy 2 years after last entry.	Business need
<b>COMMITTEE OPERATIONS</b>	<b>Committee Engagement</b>		Witness diversity survey	Destroy at end of Parliament	Business need and Data protection Act 2018

**SCRUTINY**

<b>Keyword 2</b>	<b>Keyword 3</b>	<b>Keyword 4</b>	<b>Sample Records</b>	<b>Disposal Instruction</b>	<b>Reason</b>
<b>COMMITTEE OPERATIONS</b>	<b>ROUTINE ADMINISTRATION</b>		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
<b>COMMITTEE OPERATIONS</b>	<b>SPECIALIST ADVISERS</b>	<b>APPOINTING SPECIALIST ADVISERS (HOUSE OF COMMONS ONLY)</b>	Appointment letter Curriculum vitae Declaration of interests Interview notes Letters of acceptance	<b>House of Commons:</b> Destroy 6 years after specialist adviser's contract ends	Limitation Act 1980
<b>COMMITTEE OPERATIONS</b>	<b>SPECIALIST ADVISERS</b>	<b>DIVERSITY SURVEY</b>	Specialist advisers' diversity survey	Destroy at end of Parliament	Business need and Data protection Act 2018
<b>COMMITTEE OPERATIONS</b>	<b>SPECIALIST ADVISERS</b>	<b>EXPRESSIONS OF INTEREST</b>	Expressions of interest	<b>House of Commons:</b> Destroy 6 years after expression of interest received.	
<b>COMMITTEE OPERATIONS</b>	<b>TAGS AND DEBATES</b>		Lists of tags and debates (HC only)	Destroy 5 years after end of session records relate to	Business need
<b>FINANCIAL SCRUTINY</b>			<b>House of Commons only</b> Reports Correspondence Estimates Scrutiny Unit analysis and notes	Destroy 5 years after end of session records relate to.	Business need

SCRUTINY

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

**SCRUTINY**

<b>Keyword 2</b>	<b>Keyword 3</b>	<b>Keyword 4</b>	<b>Sample Records</b>	<b>Disposal Instruction</b>	<b>Reason</b>
<b>INQUIRIES</b>	<b>EVIDENCE -WRITTEN</b>		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  <b>Note:</b> Review records prior to transfer or export and destroy/delete published and routine records.	Historical value
<b>INQUIRIES</b>	<b>INQUIRY CORRESPONDENCE</b>		Substantive correspondence	Transfer to Parliamentary Archives 2 years (HL) or 5 years (HC) after end of session records relate to  <b>Note:</b> Review records prior to folder closure and destroy/delete copies, published material and routine correspondence.	Historical value
<b>INQUIRIES</b>	<b>INQUIRY PREPARATION</b>		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
<b>INQUIRIES</b>	<b>REPORT</b>		Draft report formally considered by Committee	Transfer to Parliamentary Archives  <b>Note:</b> Destroy reports not formally considered by Committee at the end of the inquiry.	Historical value
<b>INQUIRIES</b>	<b>REPORT</b>		Final report (published) List of amendments Government response to inquiry	Transfer to the Parliamentary Archives	Historical value

**SCRUTINY**

<b>Keyword 2</b>	<b>Keyword 3</b>	<b>Keyword 4</b>	<b>Sample Records</b>	<b>Disposal Instruction</b>	<b>Reason</b>
<b>LEGISLATIVE SCRUTINY</b>			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 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 end of year records relate to.	Business need
<b>PLANNING AND STRATEGY</b>			Correspondence Meeting minutes Planning for a new Parliament Resource plans Team forecast planning (Commons) Department forecast planning (Lords)	Destroy 5 years after end of year records relate to.	Business need
<b>POLICY MAKING</b>			Correspondence Policy Working papers Inclusion analysis	Transfer to Parliamentary Archives when policy superseded	Historical value
<b>PROCEDURES AND GUIDANCE</b>			Practice notes Committee Office Guide (HL only) Guide for Select Committee Members (HC only) Pink Book (HC only) Red Book (HC only) Inclusion analysis	Transfer to Parliamentary Archives when procedures superseded	Historical value

**SCRUTINY**

<b>Keyword 2</b>	<b>Keyword 3</b>	<b>Keyword 4</b>	<b>Sample Records</b>	<b>Disposal Instruction</b>	<b>Reason</b>
<b>PUBLIC APPOINTMENTS</b>			Briefs Correspondence Draft reports considered formally by the Committee Evidence (unprinted) Interview notes	<b>House of Commons:</b> Transfer to Parliamentary Archives 5 years after end of session records relate to  <b>Note:</b> 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
<b>REPORTING</b>			Activity Indicators Statistics	Destroy 2 years after end of session records relate to	Business need
<b>VISITS</b>			Administrative arrangement Briefing pack	Destroy 5 years 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

**SECURITY**

**KEYWORD 1: SECURITY**

The function of by which the Houses protect persons, buildings, equipment, assets, and networks against threats.

<b>Keyword 2</b>	<b>Keyword 3</b>	<b>Keyword 4</b>	<b>Sample Records</b>	<b>Disposal Instruction</b>	<b>Reason</b>
<b>ACCESS</b>	<b>ACCESS CONTROL (HOUSE OF COMMONS MEMBERS)</b>		Access control reporting for HC Members	Destroy 7 days after action completed.	Business need; Data Protection Act 2018
<b>ACCESS</b>	<b>ACCESS CONTROL (ALL OTHER PASSHOLDERS)</b>		Access control reporting for all other passholders (including former HC Members)	Destroy 3 years after action completed.	Business need; Data Protection Act 2018
<b>ACCESS</b>	<b>AUTHORISATION</b>		Authorisations Correspondence	Review 10 years after last action. If building access request relates to is no longer owned by Parliament, destroy immediately.	Business need
<b>ACCESS</b>	<b>CAR PARKING</b>		Permit register Application form	Destroy immediately once superseded/becomes obsolete.	Business need
<b>ACCESS</b>	<b>SCHEDULED VISITORS</b>		Black Rod's Scheduled Visitors Booking system applications for Peer's Entrance List of authorised visitors for the Parliamentary Archives	Destroy 24 hours after action completed.	Business need; Data Protection Act 2018
<b>ADVICE</b>			Advice relating to security issues	Destroy 5 years after action completed. Transfer information that meets Collection Development Policy selection criteria: Parliamentary relationships and Parliament's physical environment to the Parliamentary Archives.	Business need and Historical Value
<b>BOARDS AND GROUPS</b>			Agenda Circulated papers Circulatin lists Correspondence Minutes	Destroy 5 years after end of year records relate to.	Business need
<b>CYBER SECURITY</b>	<b>FORENSIC INVESTIGATION</b>		Search results reports	Destroy 2 years after action completed.	Business need
<b>CYBER SECURITY</b>	<b>PENETRATION TESTS</b>		Analysis Correspondence Report Scope note Working papers	Destroy 3 years after action completed.	Business need



**SECURITY**

<b>Keyword 2</b>	<b>Keyword 3</b>	<b>Keyword 4</b>	<b>Sample Records</b>	<b>Disposal Instruction</b>	<b>Reason</b>
<b>CYBER SECURITY</b>	<b>VULNERABILITY MANAGEMENT</b>		Vulnerability scans Issue tracking Subnets	Destroy 1 years after action completed.	Business need
<b>INCIDENT MANAGEMENT</b>			Correspondence Investigation working papers Lessons learnt Reports Witness statements	Destroy 5 years after end of year final report completed. Transfer reports which meet Collection Development Policy selection criteria: Parliament's physical environment to the Parliamentary Archives.	Business need and Historical Value
<b>OPERATIONS</b>	<b>DAILY BRIEFINGS</b>		Daily Briefing	Destroy 2 years after action completed.	Business need
<b>OPERATIONS</b>	<b>EVENTS BRIEFING</b>		Event Briefing  Event operation order	Destroy 5 years after action completed. Transfer briefings which meet Collection Development Policy selection criteria: State and Ceremonial activities to the Parliamentary Archives.	Business need and Historical Value
<b>OPERATIONS</b>	<b>LOGS</b>		Key register	An active record updated regularly. If log is superseded/becomes obsolete destroy 1 year after.	Business need and Historical Value
<b>OPERATIONS</b>	<b>POST NOTES</b>		Post notes Supporting documentation	Destroy 2 years after post becomes superseded/obsolete.	Business need
<b>OPERATIONS</b>	<b>SEARCH AND SCREENING</b>		Visitor numbers Vehicle numbers Inventory	Destroy 2 years after action completed.	Business need
<b>OPERATIONS</b>	<b>POCKET BOOKS</b>		Pocket books	Destroy 1 year after book becomes superseded/obsolete.	Data Protection Act 2018 and Business need.

**SECURITY**

<b>Keyword 2</b>	<b>Keyword 3</b>	<b>Keyword 4</b>	<b>Sample Records</b>	<b>Disposal Instruction</b>	<b>Reason</b>
<b>OPERATIONS</b>	<b>SURVEILLANCE</b>	<b>CCTV FOOTAGE AND STILLS</b>	CCTV Footage and stills	Destroy after 28 days.	Security Camera Policy
<b>OPERATIONS</b>	<b>SURVEILLANCE</b>	<b>CCTV REQUESTS FORM</b>	CCTV Request form	Destroy 2 years after action completed.	Data Protection Act 2018 and Business need.
<b>MONITORING</b>			Social media monitoring log Social media register	Destroy 2 years after action completed.	Contractual. Business need
<b>PERSONAL SECURITY</b>	<b>HOUSE OF COMMONS MEMBERS</b>		Assessment Audit pack Correspondence Monitoring Recommendations Reports	Destroy 1 year after individual is no longer Member of Parliament.	Business need
<b>PERSONAL SECURITY</b>	<b>HOUSE OF LORDS MEMBERS</b>		Advice Correspondence	Destroy 5 years after action completed.	Business need
<b>PLANNING AND STRATEGY</b>			Correspondence Meeting minutes Planning for a new parliament Resource plans Team forecast planning (Commons) Department forecast planning (Lords)	Transfer information that meets Collection Development Policy selection criteria Parliament's physical environment to the Parliamentary Archives after plan/strategy is superseded/becomes obsolete. Other low-level information should be destroyed.	Historical value

**SECURITY**

<b>Keyword 2</b>	<b>Keyword 3</b>	<b>Keyword 4</b>	<b>Sample Records</b>	<b>Disposal Instruction</b>	<b>Reason</b>
<b>POLICY MAKING</b>			Correspondence Inclusion Analysis Policy Precedent records  Working papers	Transfer to the Parliamentary Archives when policy is superseded/becomes obsolete.	Historical value
<b>PROCEDURES AND GUIDANCE</b>			Drafts and final guidance Drafts and final procedure Handbooks Inclusion Analysis Instructions Manuals	Destroy 5 years after procedure/guidance is superseded.	Business need
<b>PROGRAMMES AND PROJECTS</b>	<b>CATEGORY A, B AND C PROGRAMMES AND PROJECTS - GOVERNANCE</b>		Assurance/checkpoint reportd Board minutes Business case Change management/engagement strategy and plan Equality/inclusivity assessment Mandate Stakeholder engagement strategy and plan, stakeholder maps. Summary/highlight report	Transfer to the Parliamentary Archives after programme/project completed.	Historical value

**SECURITY**

<b>Keyword 2</b>	<b>Keyword 3</b>	<b>Keyword 4</b>	<b>Sample Records</b>	<b>Disposal Instruction</b>	<b>Reason</b>
<b>PROGRAMMES AND PROJECTS</b>	<b>CATEGORY A, B AND C PROGRAMMES AND PROJECTS - OTHER DOCUMENTATION</b>		Change impact assessments Communication artefacts Communications strategy and plan Key stakeholder update  Integrated assurance and approvals plan  RACI - Responsibility Assignment Matrix  RAID log (risk register) Set up for Success form (S4S) Terms of Reference	Destroy 6 years after programme/project completed.	Limitation Act 1980 and Business need
<b>PROGRAMMES AND PROJECTS</b>	<b>LOCAL PROJECTS</b>		Communications Delivery plan Project plan Stakeholder map	Destroy 6 years after programme/project completed.	Limitation Act 1980 and Business need
<b>REPORTING</b>			Working papers Statistics Final reports Social media statistics and reporting	Destroy 5 years after action completed.	Business need
<b>RISK AND THREAT ASSESSMENT</b>			Action plans Blast reports Correspondence Closure reports Notifications Modelling Recommendations Requirements Threat, vulnerability, and risk assessments	Destroy 7 years after action completed. Transfer information that meets Collection Development Policy selection criteria Parliament's physical environment to the Parliamentary Archives.	Business need and Historical Value
<b>RISK AND THREAT MANAGEMENT</b>			Action plans Correspondence Incident Register Modelling Recommendations Requirements Cyber security risk register	Destroy 7 years after action completed. Transfer information that meets Collection Development Policy selection criteria Parliament's physical environment to the Parliamentary Archives.	Business need and Historical Value
<b>SECURITY VETTING AND PASS APPLICATION</b>	<b>VETTING AND PASS APPLICATION</b>		Application form	Destroy immediately after clearance complete	Business need; Data Protection Act 2018
<b>SECURITY VETTING AND PASS APPLICATION</b>	<b>SUCCESSFUL CANDIDATE</b>		Security clearance details	On expiry of clearance and if not renewed, destroy 3 years after the last date security clearance was granted.	Business need; Data Protection Act 2018
<b>SECURITY VETTING AND PASS APPLICATION</b>	<b>UNSUCCESSFUL CANDIDATE</b>	<b>WITHDRAWN</b>	Security clearance details	Destroy 3 years after security clearance was refused.	Business need; Data Protection Act 2018
<b>SECURITY VETTING AND PASS APPLICATION</b>	<b>UNSUCCESSFUL CANDIDATE</b>	<b>APPEALS</b>	Security vetting and pass application form  Notification of unsuccessful application Clerks' decision Vetting panel decision	Destroy 3 years after security clearance was refused.	Business need; Data Protection Act 2018

## STOCK MANAGEMENT

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