

Disposal policy for Managing Our Team SharePoint document library

Most sites on SharePoint have a document library called Managing Our Team (or Team Admin, etc). The document library is a convenient place to store routine, low-level information relating to the running of a team, programme, project, board or committee. It provides one area in which to find information relating to the administration of the team and ensure that other document libraries on the site contain only information relating to the team's core activities and business.

Managing Our Team

The function of managing and administering a team, including activities which are corporately overseen by other teams (e.g. financial management, human resources, information management). Activities relating to the team's own function are **not** in scope.

Local copies of master documents held by other teams may be stored in Managing Our Team. For the disposal instructions of the masters, please see the relevant part of the ARDP.

Selected Sample Records	Disposal Instruction	Notes
<p>Local, low-level team administration</p> <ul style="list-style-type: none"> • Notes of team meetings • Low-level team planning documents • Internal procedures and desk notes • Contact lists <p>Working papers or local copies of information where the master copies are captured and managed by another team at a corporate level, such as:</p> <ul style="list-style-type: none"> • Financial information • Recruitment drafts • Copies of annual leave sheets • Preparation of responses to Freedom of Information requests or Parliamentary Questions • Low-level risk management and assurance work • Drafts of business cases 	<p>Delete 3 years after last modified</p> <p><u>Reason:</u> Business need</p>	<p>Information stored in Managing Our Team includes local copies of masters held by other teams. The master copies may have a different retention period to the local copies stored in Managing Our Team.</p> <p>If you hold these documents and they are not also held by another team, the versions you hold are the master copies and in most circumstances should be held in an appropriate library – not Managing Our Team. Please contact the Information and Records Management Service for further advice if you believe this is the case.</p>

The policy for the Managing Our Team library contained in this document has been developed by the Parliamentary Archives. If you have any questions about this policy, then please contact a member of the Information and Records Management Service at RMAdvisory@parliament.uk.

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