

Disposal policy for Managing Our Team SharePoint document library

Most sites on SharePoint will have a document library called Managing Our Team (or Team Admin, Team Stuff, etc). The document library was created as part of the site design process for the Office 365 Programme as a storage solution for 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.

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 (IRMS) at RMAdvisory@parliament.uk.

Information to be stored in Managing Our Team	Disposal instruction	Notes	Justification
<p>Local, low-level team administration</p> <ul style="list-style-type: none"> - notes of team meetings - team planning documents - internal procedures and desk notes - contact lists <p>Working papers or local copies of information that are captured by corporate processes</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>Information will only be destroyed once authorisation is given by the team</p>	<p>The proposed 3-year retention period is the same or shorter than the ARDP retention period for the master copies of information described as in scope.</p>