

Retention Schedule - General - All Services - Administration

Note: This Retention Schedule applies to all data held in any format (i.e. paper, electronic, microfiche etc)

Service	Function	Document Description	Retention Period
General - all services	Admin	Business Plans	
General - all services	Admin	Central Government Circulars	Indefinite
General - all services	Admin	General incoming/outgoing correspondence - all issues concluded and no future implications	3 months
General - all services	Admin	General incoming/outgoing correspondence with ongoing implications	1 year after issue resolved
General - all services	Admin	Handbooks and guides to media/public	Destroy when superseded
General - all services	Admin	Policy, guidelines, handbooks, manuals and standards	When superseded
General - all services	Admin	Records Retention Disposal Schedules	Indefinite
General - all services	Admin	Statutes and Statutory Instruments	Indefinite
General - all services	Admin	Monthly photocopier reports for managers	Current year + 1
General - all services	Admin	Annual Plans	Whilst relevant
General - all services	Admin	Annual reports	Current year + 3
General - all services	Admin	Interview Panel - Report and Notes	1 Year from end of Contract
General - all services	Admin	Job Evaluation	Current year + 1
General - all services	Admin	Job Vacancies	Current year + 2
General - all services	Admin	Purchase Orders	Current year +1
General - all services	Admin	Email	emails are kept only for as long as is necessary.