IPSA
Independent Parliamentary Standards Authority

Records and Information Policy, and Retention Schedule.

Version 01

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1) Introduction

1.1 Our recorded information is one of the most significant assets we own. Knowing where our information is and how to access it is vital to the efficient management of IPSA's records. The Records and Information Policy, and Retention Schedule (Annex A) helps to ensure we meet our legal obligations, promotes best practice guidelines, and assists in improving consistency across the organisation by ensuring records of a similar nature are managed efficiently and disposed of within a timely and appropriate manner.

As set out below, IPSA's recorded information can be classified as Records or Non-Records. This document sets out IPSA's policy in relation to both forms of recorded information, including roles and responsibilities and a retention schedule.

As part of their overarching responsibility to provide assurance that the Policy is adhered to, the Information Governance Team will develop a separate implementation plan to operationalise the policy which will include evidence of compliance, in the form of a Record Deletion Register. This can be found under the related documents heading.

2) Objectives

2.1 IPSA will use the Records and Information Policy, and Retention Schedule (RIPRS) to help manage its recorded information. This document will assist in:

a) Helping to identify IPSA's Records and Non-Records (see para 5 & 6).

b) Providing guidance on how long recorded information should be kept.

c) Providing a process to follow at the end of a record's lifecycle.

d) Helping to ensure IPSA meets both its statutory responsibilities and its overall business objectives in relation to records management.

3) Principles

3.1 IPSA will manage all records of information efficiently and securely throughout their lifecycle. This applies to information in all formats, including paper and electronic information.

3.2 IPSA will manage its records in accordance with legal obligations and in accordance with industry best practice guidelines.

3.3 IPSA's recorded information will only be kept for the length of time defined in the retention schedule unless a longer retention period can be justified for statutory, regulatory, security purposes or for its historic value.

3.4 All staff members will partake in their responsibility to manage recorded information in accordance with RIPRS.

4) Who does this policy apply to?

4.1 This policy applies to all permanent and temporary employees, contractors, consultants and secondees who have access to IPSA's information.

5) What constitutes a Record?

5.1 IPSA holds a large amount of recorded information but not all information constitutes a Record. Both Records and Non-records need to be managed efficiently.

5.2 Records are documents in all formats, that have been created or received by IPSA while carrying out its business activities. Typically, they are essential to the fulfilment of legal, business, administrative obligations, or to documenting a decision-making process.

5.3 Below are examples of information in different formats that IPSA staff are likely to use:

- documents (handwritten and typed)
- spreadsheets
- paper-based files
- electronic (computer) files
- databases and the data they contain
- emails
- forms
- receipts and other documentary evidence
- recordings of telephone calls and meetings

6) What constitutes a Non-record?

6.1 Non-records are items that are not essential to the fulfilment of legal, business, administrative or other obligations, or to documenting a decision-making process.

6.2 Below are examples of items which are usually of limited value once they are no longer in use and can be destroyed through housekeeping:

- Duplicate copies of documents retained for distribution or convenience or miscellaneous notices
- Preliminary drafts that do not form significant stages in the preparation of a final document
- Blank forms, personal messages or correspondence, and non-IPSA publications

- Information that may be of need for a short period of time and then quickly becomes redundant.

6.3 The destruction of non-records should be done on a regular basis by individual members of staff and Team Leads.

7) Storage and Access

7.1 Records should be stored securely, so that only members of staff who need to access them are able to do so.

7.2 For access and long-term preservation Records should not be stored on personal drives or desktops.

7.3 Non-records may be stored on personal drives and desktops.

7.4 Both Records and Non-Records that are sent internally or externally need to be done so in accordance with best practice and acceptable use guidelines.

8) Ownership of records

8.1 IPSA owns all information created by staff carrying out work for or on behalf of IPSA.

8.2 Information received by staff relating to IPSA's work is also owned by IPSA.

8.3 In circumstance where IPSA is using a data processor or third party a retention schedule should be stipulated within the contract or data sharing agreement. Auditable evidence of the deletion of files should be retained.

9) Roles and Responsibilities

9.1 The roles and responsibilities of staff members are set out below:

a) The Data Protection Officer and Senior Information Risk Owner (SIRO), supported by the Information Governance Team, are responsible for ensuring that IPSA's records management procedures (1) comply with best practice guidelines and legislation and (2) that the Retention Schedule is being adhered to by Teams.

b) The Information Governance Team is responsible for transferring records selected by Team Leads for permanent preservation to The National Archives and other places of deposit, as well as helping to provide guidance in relation to records management.

c) Information Asset Owners, (see in para 14), are responsible for ensuring that information assets are handled and managed appropriately. In particular, they are responsible for ensuring that policy and the retention schedules are applied in their areas of responsibility, including the identification of records for permanent preservation (see para 17).

d) Individual Team Leaders are accountable for the management of records within their shared drives and other shared areas. This includes the destruction of Records and Non-records as set out in the retention schedule and the identification of records for permanent preservation.

e) As part of their day-to-day responsibilities every member of staff is accountable for maintaining effective and efficient record-keeping.

10) Retention

10.1 The retention schedule at Annex A sets out the length of time for which Records should be retained and all members of staff should be aware of the retention periods it sets out.

10.2 In instances where a retention period is not clear, staff should contact the Data Protection Officer to receive further guidance.

11) Legislation

11.1 There are various pieces of legislation which govern retention requirements. The RIPRS is developed to comply with both relevant legislation and statutory regulation. These include but are not limited to:

- Freedom of Information Act 2000
- Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).
- Public Records Act 1958
- Inquiries Act 2005
- Limitation Act 1980
- The Environment Information Regulations 2004
- The Parliamentary Standards Act 2009
- The Constitutional Reform and Governance Act 2010

12) Legal Holds

12.1 In exceptional circumstances, legislation may stipulate that a record should not be destroyed. In this instance, IPSA should follow the relevant legislation. For example, it can be a criminal offence to destroy records that are requested for release under the Freedom of Information Act or The Data Protection Act.

12.2 Records that are needed for on-going legal cases should not be destroyed.

12.3 When information falls under a legal hold it should be clearly marked as such by Team Leads or by an appropriately selected member of staff, so the records are not accidentally included in any scheduled destruction. This should be done as a matter of priority.

13) Advanced deletion

13.1 If there is a legal requirement to destroy information sooner than stipulated within the retention schedule, this should be acknowledged and explained within the Record of Deletion Register (para 18).

13.2 In some cases, IPSA may have signed a data sharing agreement or contract that only provides us with access to material for a defined length of time. The staff member responsible for the area of work (IAOs or Team Leads) should ensure that the records have been deleted when the agreement requires us to do so.

14) Information Assets

14.1 An information asset is a body of information, defined and managed as a single unit so it can be understood, shared, protected and developed efficiently. Information assets have recognisable and manageable value, risk, content and lifecycles.[1]

14.2 All Information Assets are allocated to staff members known as an Information Asset Owners (IAO). An example of the register can be located here: [Asset Register template for departments.xlsx]

14.3 Information Asset Owners have been appointed to be responsible for one or more identified information asset. This person will be responsible for ensuring that the

[1] The National Archives. (2017): https://cdn.nationalarchives.gov.uk/documents/information-management/information-assets-factsheet.pdf

Information Asset is accurately stored and maintained on the Information Asset Register. Furthermore, they are responsible for ensuring that policy and the retention schedules are applied in their areas of responsibility.

15) Paper Records

15.1 The majority of IPSA's paper records are stored within offsite storage facilities.

15.2 Individual teams and IAOs should be aware of the records they hold within offsite storage. In line with best practice, paper records should be kept to a minimum.

15.3 In circumstances where teams are unsure of what records they hold in storage they may need to contact the DPO and the offsite storage facility in order to obtain an inventory.

15.4 Paper records should be destroyed with the level of security required by the confidentiality of their contents, e.g. papers containing confidential information should be disposed of via confidential waste bins.

15.5 In circumstances where both paper and digital records are held, they should be destroyed simultaneously.

16) Records held on external devices

16.1 Records should be kept within IPSA's business systems or SharePoint. They should not be kept in personal IPSA email accounts.

16.2 If in exceptional circumstances, information is held on instant messaging apps, personal devices, personal email accounts or non-corporate systems, staff members must transfer the information to corporate systems as soon as possible. They will then delete the information from its original location.

16.3 All users should be aware that any information relating to IPSA is subject to legislation such as the Freedom of Information Act and Data Protection Act.

17) Permanent Preservation for IPSA's Legacy Records

17.1 A legacy record is a record that has a permanent or lasting administrative, legal, fiscal, research or historical value and therefore must be retained and preserved indefinitely.

17.2 Documents which have been marked for permanent preservation should be recorded by Team Leads or Information Asset Owners. They should be clearly marked to ensure they are not destroyed accidentally.

17.3 Records marked for permanent preservation should be moved across to a separate secure folder. Records suitable for permanent preservation will be eventually transferred across to The National Archives. However, they will need to be stored securely until the National Archives is ready to receive the records, this is 20 years after their creation.

17.4 The Information Governance Team will help assist individual teams with this process.

18) Record of Deletion Register

18.1 When a record has come to the end of its lifecycle, i.e., it's no longer required to be kept for IPSA's business needs, the statutory and regulatory requirements have been fulfilled, and is not needed for permanent preservation, then the record can be destroyed.

18.2 IPSA needs to be able to demonstrate that the destruction of records has been done in accordance with its legal and business requirements.

18.3 All records of deletion projects must be logged on the Record of Deletion register. This can be found on the Information Governance SharePoint site. The following fields should be filled in:

- IPSA business area
- Description of records
- Type of record
- Storage location
- Retention period
- Date of deletion
- Signed off by (name)

18.4 If a high volume of information is being reviewed at once then this can be conducted at a macro level, i.e., not document by document. However, this needs to have both the sign off from the Team Lead and the Director of the department.

19) Related documents

19.1 The below are links to supporting documents:

Implementation plan

Record of Deletion register

Annex A – Retention Schedule

Retention Schedule

Whilst the retention schedule has been developed to help IPSA comply with its regulatory requirements, staff are advised to be mindful of the secondary use of information, particularly with regard to the Compliance Officer and their duty to conduct investigations. If you have any queries, please contact the Information Governance Team for further information.

Records – Audit, Risk and Assurance	Description	Trigger point	Retention period	Retention Source
Audit - Internal audit reports	This includes all full reports and interim reports	Creation	Review after 3 years	Business need
ARA programmes/plans	Future plans of action/programmes	Last accessed	One year	Business need
Audit correspondence	Significant emails and correspondence	Creation	Review after 3 years. Non-substantive drafts may be deleted after 1 year.	Business need
Audit supporting documents	Audit research papers and any supporting documents	Creation	Review for relevance and retain substantive correspondence for 3 years. Non-substantive drafts may be deleted after 1 year.	Business need
Audit, Risk and Assurance – Contracts	Reports (including interim), where these have included the examination of long-term contracts	Creation	Review after 3 years (+ current financial year).	Business need

Annex A – Retention Schedule

Audit, Risk and Assurance report papers used in the course of an investigation	Any papers relevant to legal proceedings.	Completion of legal proceedings	Review after 6 years (+ current financial year).	Business need
Copy of standards and guidelines		Creation	Superseded + one year	Business need
Terms of reference		Creation	Superseded + one year	Business need
Risk management	Key records documenting the development and establishment of IPSA's risk management policy, and detailed recording of risks and mitigating actions across IPSA	Creation	Review after 6 years (+ current financial year).	Business need
Identification and evaluation of risks (Pentana)		Last accessed	3 years after closure of risk on Pentana	Business need
Working papers documenting development and implementation of IPSA's risk management strategy.		Creation	Review after 3 years	Business need
Assurance Reports	This includes all full reports and interim reports	Creation	Review after 3 years	Business need
Legal and Regulatory Advice	Advice from our lawyers and other regulatory bodies	Case closed	Review after 6 years (+ current financial year).	Limitation Act 1980
Supporting evidence	Audit research papers and any supporting documents and correspondence	Creation	Review for relevance and retain substantive correspondence for 3 years. Non-substantive drafts may be deleted after 1 year.	Business need

Annex A – Retention Schedule

Records – Communications	Description	Trigger point	Retention period	Retention source
Instant messages	MS Teams' chat	Creation	Delete after 30 days	Business need
IPSA individual staff mailboxes (Outlook)	Emails sent and received within and outside the organisation.	End of staff employment	Delete one year after staff member has left employment. Note: This does not capture records held within Engage/SharePoint	Business need
Meeting minutes	Minutes of internal meetings (not Board or ELT) or significant meetings with external bodies.	Creation	Delete after 3 years. However, if they feed into the formulation of policy or substantial organisation changes, review after 6 years	Business need
Meeting recordings (External)		Creation	Delete after 30 days. If transferred to SharePoint can be kept for a year	Business need
Phone calls	Recorded conversations between IPSA and MPs' and Staff	Creation	Delete after 1 year	Business need
Physical correspondence	Postal or Fax Correspondence	Creation	Destroy once scanned	Business need
Recordings of internal meeting	Internal meetings on MS Teams	Creation	Delete after 30 days. If transferred to SharePoint can be kept for a year	Business need
Shared mailboxes (Outlook)	Emails sent and received via shared mailboxes.	End of financial year	Review at 3 years (+ current financial year). Note: Emails for long term storage should be stored within Engage or SharePoint	Business need

Annex A – Retention Schedule

MS Teams' channels	MS Teams' channel chats	Creation	Delete after 6 months unless GE specific channels in which retention is 2 years	Business need

Records – Strategic Communications	**Description**	**Trigger Point**	**Retention period**	**Retention source**
Communication with journalists	Communication with journalists (emails, letters, phone call notes)	Creation	Delete after 3 years	Business need
Communication with MPs	Communications including campaigns, events and bulletins sent to MPs	Creation	Review after 3 years, some records may be kept for long term preservation	Business need/ corporate memory
Corporate newsletter	IPSA internal newsletter	Creation	Long term preservation – corporate memory	Corporate memory
Mail Chimp	List of contact details for journalist	Last actioned	Delete contact information after 3 years of last use.	Business need
Press & media notices	All official notices to external stakeholders and press	Creation	Review after 3 years	Business need

Annex A – Retention Schedule

Records – Finance	Description	Trigger point	Retention period	Retention source
Bank account records	Cheques and associated records, bank reconciliations, bank statements	End of financial year	Review after 6 years (+ current financial year)	Limitation Act 1980
Contingency applications (successful)		Last actioned	Review after 6 years (+ current financial year)	Business need
Contingency applications (unsuccessful)		Last actioned	Review after 3 years (+ current financial year)	Business need
Contingency supporting documents	Agendas, minutes	Creation	Review after 6 years (+ current financial year)	Business need
Claim reviews		End of financial year	Review after 6 years (+ current financial year)	Business need
Debits and refunds	Records relating to unrecoverable revenue, debts and overpayments (such as register of debts written off, register of refunds)	End of financial year	Review after 6 years (+ current financial year)	Limitation Act 1980
Expenditure records	Cash books/sheets, petty cash records, creditors statements, subsidiary records, vouchers, costing records	End of financial year	Review after 6 years (+ current financial year)	Limitation Act 1980
Ledger Records	General and subsidiary ledgers, journals	End of financial year	Review after 6 years (+ current financial year)	Limitation Act 1980
Receipts and evidence submitted for claims		Last actioned	Review after 6 years (+ current financial year)	Limitation Act 1980
Receipts and revenue records	Year-end balances, reconciliations and variations	End of financial year	Review after 6 years (+ current financial year)	Limitation Act 1980

	to support ledger balances and published accounts			

Records – Governance	Description	Trigger point	Retention period	Retention source
Business continuity plans		End of financial year	Review at 6 years (+ current financial year)	Business need
Corporate projects and planning	Corporate strategy and strategic plans/ transformation projects/ changes to organisations structure. Records include: Activities and overview Approval proposals Budget records Business case review Correspondence Feasibility studies Formal review report Programme plan Programme timetable Resource Plan Risk assessment reports Risk logs Surveys Project documents relating to the policy or publication space	End of financial year	Review at 6 years (+ current financial year). Possible transfer to National Archives	Business need

Annex A – Retention Schedule

Data Sharing Agreements	DSAs, including correspondence and preliminary drafts of significance.	End of the agreement	After the DSA ends, review at 6 years (+ current financial year)	Limitation Act 1980
Deletion Register	Record to show a log of records that have been deleted.		**Permanent preservation**	Business need
Information Asset Register		End of financial year	Review at 6 years (+ current financial year)	Business need
Memorandum of Understanding	MoUs including correspondence and preliminary drafts.	End of the agreement	At the end of the agreement, review at 6 years (+ current financial year)	Limitation Act 1980
Record of gifting	List of gifts received by IPSA staff members and the board	End of financial year	Destroy after 6 years	Business need
Record of Processing Activities (RoPA)		End of financial year	Review at 6 years (+ current financial year)	Business need
Risk management	Risk register and local risk management records	End of financial year	Review at 6 years (+ current financial year)	Business need

Records – Guidance and structural records	**Description**	**Trigger point**	**Retention period**	**Retention Source**
Codes of practice		Creation	Superseded + 1 year	Business need
External guidance, e.g., NAO, ICO, House of Commons		Creation	Superseded + 1 year	Business need
External Standards		Creation	Superseded + 1 year	Business need
Information relating to the development of procedures		Creation	Superseded + 1 year	Business need

Annex A – Retention Schedule

Internal corporate policies		Creation	Review and update annually and retain version history for 6 years.	Business need
List of corporate roles and responsibilities		Created	When superseded	Business need
Procedures and guidance	Manuals, instructions, and other guidance	Last actioned	Superseded + 1 year	Business need
Templates		Creation	Superseded	Business need

Records – Legal	**Description**	**Trigger point**	**Retention period**	**Retention Source**
Case summaries and background information	All documentation related to the legal case including all correspondence, papers and any information of importance	Case closed	Review after 6 years (+ current financial year).	Limitation Act 1980
Complaints	Public complaints	Case closed	1 year unless it becomes a legal issue in which refer to above.	Business need
Confirmation of termination (Contracts)	Termination of contracts and supporting evidence	End of contract	Review after 6 years (+ current financial year).	Limitation Act 1980
Contracts	Final signed contract and substantial drafts	End of contract	Review after 6 years (+ current financial year).	Limitation Act 1980
Correspondence with contract suppliers	Emails, complaints, minutes of meetings	End of contract	Review after 6 years (+ current financial year).	Limitation Act 1980
Enforcement legal cases		Case closed	Review after 6 years (+ current financial year).	Limitation Act 1980

Annex A – Retention Schedule

Internal correspondence and sign off for contracts		End of contract	Review after 6 years (+ current financial year).	Business need
Legal and Regulatory Advice	Advice from our lawyers and other regulatory bodies.	Case closed	Review after 6 years (+ current financial year).	Limitation Act 1980
Member complaints	Complaints from members, MP staff and House staff	Case closed	3 years unless results to a change in policy in which review after 6 years (+ current financial year).	Business need
Unsuccessful tenders		Case closed	1 year	Business need

Records – Human Resources	**Description**	**Trigger point**	**Retention period**	**Retention Source**
Absence attendance and leave	Annual leave requests, time sheets, working patterns and records of absence	End of financial year	Destroy 6 years after end of leave year to which records relate.	Limitation Act 1980
Absence attendance and leave (attendance management)	Details of poor attendance, Details of action taken, Referrals, Appeal, Correspondence and Supporting evidence	End of financial year	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
Candidates on reserve list		Creation	6 months	Limitation Act 1980
Disciplinary action	Formal warnings including disciplinary letters, Interview notes, Reports, Action taken details, Appeal request, Appeal outcome minutes and Supporting evidence	End of financial year	Destroy 6 years after expiry of warning. If the action results in loss of pay, keep until 100th birthday of employee	Limitation Act 1980

Annex A – Retention Schedule

Disciplinary action (Unsubstantiated)	Alleged offence details, Interview notes, Reports	End of investigation	Destroy 6 months after allegations of misconduct are proven to be unfounded.	Limitation Act 1980
Employment Tribunal	Reports	End of financial year	Destroy 6 years after completion of case	Limitation Act 1980
Job description and Terms and Conditions		End of financial year	Destroy 6 years after employment ceases	Limitation Act 1980
Maternity/Paternity/Shared Parental leave	Correspondence, Maternity/Paternity leave form, DWP maternity certificate	End of financial year	Destroy 6 years after end of maternity leave	The Maternity & Parental Leave Regulations 1999
Performance Management	Managing poor performance, Correspondence, Written warning, Minutes, Performance targets, Reports		Destroy 6 years after warning expires	Limitation Act 1980,
Reasonable adjustment information		End of financial year	Destroy 6 years after employment ceases	Business need
Recruitment - Unsuccessful Candidates		Creation	6 months	Employment Act 2002
Recruitment of IPSA's Board, Chief Executive and Compliance Officer	Recruitment documentation, selection criteria, other relevant documentations	End of financial year	Destroy 6 years after employment ceases.	Business need
Recruitment policies	All policies relating to the recruitment of IPSA staff and contractors	End of financial year	Retain until the policy no longer affects staff who were employed under said policy	Limitation Act 1980
Security clearance		End of financial year	End of employment plus 6 years	Limitation Act 1980
Staff leaver records	Resignation letters/retirement letters	End of financial year	Destroy 6 years after employment ceases	Business need

Annex A – Retention Schedule

Staff management	Performance management, objectives, one-to-one meetings, appraisals – core record should be saved to Actus.	End of financial year	Destroy 6 years after employment ceases	Business need
Staff personnel files	Including developmental records, political declarations, staff training logs.	End of financial year	Destroy 6 years after employment ceases	Management of Health and Safety at Work Regulations 1999; Statutory Sick Pay (General) Regulations 1982; Limitation Act 1980; business need

Records – Facilities	**Description**	**Trigger point**	**Retention period**	**Retention Source**
CCTV		N/A	Office CCTV is owned by landlord.	
Health & Safety procedures & good practice guidance, assessments, inspections and advice		Creation	Review after 6 years (+ current financial year).	Business need
IPSA Equipment	Purchase details of equipment	End of financial year	Review after 6 years (+ current financial year).	Business need
List of First aid responders and Fire Wardens		Creation	Superseded	Business need
Visitor logs		Creation	Destroy after one year	Business need

Annex A – Retention Schedule

Records – Information requests	**Description**	**Trigger point**	**Retention period**	**Retention Source**
Data Protection Requests, E.g. DSAR.	All documentation supporting DSAR requests.	Last actioned	3 years unless has appeal has been processed then 6 years.	Business need
FOI Disclosure log on IPSA website		Last actioned	3 years	Business need
Information Rights Requests including FOIA, EIR and associated appeals	All documentation supporting FOI requests.	Last actioned	3 years unless it results in a legal case then 6 years.	Business need
Parliamentary Questions	Answers, draft answers and background briefing to Parliamentary Questions	Last actioned	Response plus 3 years	Business need

Records – I.T	**Description**	**Trigger point**	**Retention period**	**Retention Source**
Back up systems		Creation	Daily backups up to 90 days	Business need
I.T Tickets		Creation	Review after 3 years	Business need
Jot Form Contracts and Employment Tool	Data relating to job descriptions and MP staff contracts	Creation	Review after 6 years (+ current financial year).	Limitation Act 1980

Records – MP Services - (Information on Engage)*[2]	**Description**	**Trigger point**	**Retention period**	**Retention Source**

Annex A – Retention Schedule

Copies of MPs' contract leases for offices/ accommodation (HOST).		Contract end	Review after 6 years (+ current financial year).	Business need
Correspondence with MPs and their office	Emails, details of calls and letters, copies of receipts	Last actioned	Review after 6 years (+ current financial year).	Business need
MPs' contact details	Phone number and address.	MP leaves office	Review after 2 years (+ current financial year).	Business need
MPs' proxy name and personal contact details		Proxy leaves office	Review after 2 years (+ current financial year).	Business need

Records – Payroll	**Description**	**Trigger point**	**Retention period**	**Retention source**
Benefits	Childcare Vouchers	End of financial year	Destroy 6 years after entitlement ceases	Business need
Benefits	Loans	End of Financial year	Destroy 6 years after loan has been repaid	Limitation Act 1980
Contracts		End of financial year	After employment ceases or after superseded if employee changes roles within same office/or within IPSA.	Limitation Act 1980
Pension records	Annual return of pay and tax deducted Annual return of pay and tax deducted Maternity/Paternity pay document Bonuses Payroll history	End of financial year	Destroy when individual reaches 100th birthday (or 5 years after last action if later)	Pensions administration

Annex A – Retention Schedule

	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			
Pension Schemes	Monthly/annual pension payroll reports		Destroy 3 years after end of financial year records relate to	National Audit Office/Inland Revenue advice
Salary Records/payroll records	E.g., Wage and Additional hours payments	End of financial year	Review after 6 years (+ current financial year).	Limitation Act 1980
Staff records – personal information	Personal information of staff members, including full names and date of birth, NI Numbers	After employment ceases	Review after 6 years (+ current financial year).	Limitation Act 1980
Time sheets for contractors		End of financial year	Review after 6 years (+ current financial year).	In line with HMRC requirements salary records have to be retained for 3 years after the pay period the records cover. However,

				because the limit to commence any civil cases is 6 years, it is recommended these records be kept to cover that period.

Records – Policy and Advice	Description	Trigger point	Retention period	Retention Source
Amendment to existing policy		Creation	Review after 6 years (+ current financial year).	Business need
Consultation responses		Creation	Review after 6 years (+ current financial year).	Business need
Policy correspondence	e.g. between the Chair/CEO and stakeholders including Ministers/MPs and others	Creation	Review after 6 years (+ current financial year).	Business need
Policy draft papers	Substantial draft versions of policies	Creation	Review and retain substantive papers for 6 years (+ current financial year). Non-substantive drafts may be deleted after 3 years.	Business need
Policy formulation and implementation	Policies, advice, and guidelines. Policy reviews and analysis.	Creation	Review after 6 years (+ current financial year). Review for permanent retention and potential	Business need

Annex A – Retention Schedule

			transfer to the National Archives.	
Scheme or Policy Guidance		Creation	Review after 6 years (+ current financial year). Review for permanent retention and potential transfer to the National Archives.	Business need

Records – Publication	**Description**	**Trigger point – End of financial year**	**Retention period**	**Retention source**
Background data of published MPs' expenses	Information that supports the publication of MPs' expenses e.g. spreadsheets.	Creation	Review after 6 years (+ current financial year).	Business need
Bimonthly data	Detailed claim information	Creation	Review after 6 years (+ current financial year).	Business need
IPSA websites (IPSA and IPSA online website).		Creation	Superseded	Business need
Publication of MPs' expenses	Information that can be found within 'Annual budgets, costs and claims' webpage. Also, 'other payment data'	Creation	Long term preservation	Business need

Annex A – Retention Schedule

Records of decisions made in respect of publication	e.g. a decision to withhold/redact something in a specific case	Creation	Review after 6 years (+ current financial year).	Business need

Records – Reports	**Description**	**Trigger point**	**Retention period**	**Retention Source**
Annual reports		Last actioned	Review after 6 years (+ current financial year). Potential transfer to the National Archives	Business need
Board and ELT meeting minutes		Created	Review at 6 years (+ current financial year). Possible transfer to National Archives	Business need
Board Papers	Papers submitted to Board meetings.	Last actioned	Review after 6 years (+ current financial year). Possible transfer to National Archives.	Business need
Public Consultations including reports	Consultations for changes in policy etc.	Creation	Review after 6 years (+ current financial year).	Business need

Annex A – Retention Schedule

			Potential transfer to the National Archives	
Reports	Finance, HR, Data Protection, Policy, ARA, etc	Last actioned	Review after 6 years (+ current financial year).	Business need
SLT papers	Submissions to IPSA's SLT on matters that are not for the Board's consideration	Last actioned	Review at 6 years (+ current financial year).	Business need
Supporting evidence	This includes advice, correspondence and internal memos.	Last actioned	Review after 6 years (+ current financial year).	Business need

Annex A – Retention Schedule

Amendments tracker

It is important to keep a log of any changes made to the retention schedule – whether this is a change to an existing retention period or the addition of a new document type. Any proposed amendment must be discussed first with the IG team. Once agreed, the amendment must be documented in the table below, at which point the schedule will be given a new version number. This will ensure that when IPSA colleagues access the on-line retention schedule, they will always be viewing the current version.

Existing record type (column 1 of the schedule) if applicable	Amendment – e.g. addition of new record type (column 1), addition of new description type (column 2), change to trigger point (column 3), change to retention period (column 4) etc	Date	Approved by (name)

Annex A – Retention Schedule
