

Document Retention Schedule

Transport for Greater Manchester (TfGM) produces and handles a vast amount of information each working day. Some of this information represents evidence of the organisation's decisions, actions taken, transactions and business activities and is therefore of value to TfGM. This information is classed as being a "Record".

TfGM's records are an important public asset and represent a key resource to the effective operation, decision-making and accountability of the organisation. TfGM has a duty to manage its records in accordance with business needs and regulatory requirements. This responsibility includes retaining records in accordance with recommended time periods as laid out by legislation, statute and best practice.

This Document Retention Schedule has been developed to provide guidance to anybody working for or on behalf of TfGM on the recommended length of time to retain records for. The Schedule lists the records held by TfGM (regardless of format) and the minimum length of time they should be retained for. Retention periods in this Schedule are defined as the 'Minimum', which means that records may be retained for a longer period should they be required but must not be disposed of before their identified time. At the end of their recommended retention period, records should be disposed of unless there is an overriding business need to retain for a longer period.

Following this Schedule will enable TfGM to achieve greater levels of compliance, ensure storage capacity is being used effectively and reduce the risk of fines and reputational harm associated with poor records management.

Every effort has been made to ensure that the retention periods shown comply with legislation, follow best practice and meet business needs. Should you wish to hold records for shorter periods than those presented, this should be discussed and agreed with both TfGM's Information Governance team and your Line Manager. If approved, changes will be incorporated.

The Schedule will be reviewed annually to ensure that it remains up-to-date. TfGM's Information Governance team is responsible for its development and maintenance: data.protection@tfgm.com

Please note that any records containing personal data should not be held for longer than it is needed for its intended purpose – General Data Protection Regulation.

Should you have any records considered to be of historical importance, you may wish to donate them to the Transport Museum. Please discuss this with the Information Governance team.

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	Function	Information Series	Description	Recommended Minimum Retention Period	Rationale
CRIME REDUCTION					
1	Crime Reduction	Advice (general)	Documentation in relation to providing advice on crime reduction	Recommended practice to review annually. Dispose of personal data when no longer required	Recommended best practice
2	Crime Reduction	CCTV surveillance	CCTV & Head Camera footage	Recommended practice to destroy 30 days from capture of images	Recommended best practice
3	Crime Reduction	Crime reduction advisory team budget	Documentation relating to management of the crime budget	Current year + 6 years	Local Government Act 2005
4	Crime Reduction	Emergency contacts	List of contact numbers to use in the case of an emergency or incident	Recommended practice to review annually. Dispose of personal data when no longer needed	Recommended best practice
5	Crime Reduction	Enforcement	Documentation relating to enforcement such as; Exclusion Orders, ASBOs and Accepted Behaviour Contracts	Recommended practice to review annually. Dispose of personal data when no longer required	Recommended best practice
6	Crime Reduction	Incidents	Documentation relating to crime incidents	Recommended practice to review every 2 years. Dispose of personal data when no longer required	Recommended best practice
7	Crime Reduction	Training	Crime related training documentation	Add to personnel file (if employee). Dispose of personal data when no longer required	Recommended best practice

ENVIRONMENTAL PROTECTION					
8	Environmental protection	Advice (general)	Documentation regarding advice given on environmental protection	Recommended practice to review annually. Dispose of when no longer required	Recommended best practice
9	Environmental protection	Biodiversity	Documentation relating to biodiversity	Recommended practice to review after 3 years and dispose of as necessary	Recommended best practice
10	Environmental protection	Campaigns	Documentation regarding campaigns concerning environmental protection	Recommended practice to review annually and dispose of as necessary	Recommended best practice
11	Environmental protection	Carbon reduction	Documentation relating to the carbon reduction activities; including footprint and annual reports	Review after 13 years and dispose of as necessary	CRC Requirements
12	Environmental protection	Climate Change Strategy	Documentation relating to the Climate Change Strategy	Recommended practice to review after 6 years and dispose of as necessary	Recommended best practice
13	Environmental protection	Consignment notes	Consignment documentation	Recommended practice to review after 3 years	The Hazardous Waste Regulations 2005 No. 894. Environment Permitting Regulations 2007. SI 2007 No 3538, Regulation 12 (3)(b)
14	Environmental protection	Consultations	Documentation regarding environmental consultation activities	Recommended practice to review after 5 years. Dispose of personal data when no longer required	Recommended best practice
15	Environmental protection	Energy management	Information on energy management and consumption	Recommended practice to review after 3 years and dispose of as necessary	Recommended best practice
16	Environmental protection	Energy and utility related invoices	Invoices relating to energy and utility activities	Review after 13 years of receipt	CRC Requirements

	Environmental protection	Environment management and groups	Minutes, agendas, submissions, supporting documentation and action logs	Recommended practice of creation + 5 years	Recommended best practice
17	Environmental protection	Environmentally sensitive areas	Information on environmentally sensitive areas	Recommended practice to review after 3 years and dispose of as necessary	Recommended best practice
18	Environmental protection	Forestry and woodland management	Documentation relating to the management of woodland and forests including tree inventories and replacements	Review after 15 years	Recommended best practice
19	Environmental protection	Impact assessments	Documentation relating to assessments made on environmental impacts of TfGM activities	Recommended practice to review after 15 years	The Environmental Assessment of Plans and Programmes Regulations 2004. Town & Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999
20	Environmental protection	Interreg ticket to Kyoto project documentation	Project documentation regarding ticket to Kyoto	Recommended practice to review 7 years after end of project	Recommended best practice
21	Environmental protection	ISO 14001 Environmental Management	ISO 14001 Management System documentation	Review annually and dispose of as necessary	Recommended best practice
22	Environmental protection	Permits		Recommended practice to review after 3 years	The Hazardous Waste Regulations 2005 No. 894. Environment Permitting Regulations 2007. SI 2007 No 3538, Regulation 12 (3)(b)
	Environmental protection	Policies and procedures		Keep until superseded	Recommended best practice

23	Environmental protection	Renewable energy	Documentation relating to renewable energy	Review annually and dispose of as necessary	Recommended best practice
24	Environmental protection	Stakeholder contacts	Contact details for environmental stakeholders	Keep up to date. Dispose of when no longer required	Recommended best practice
25	Environmental protection	Sustainable design and construction project	Sustainable design and construction project	Recommended practice to review after 7 years	Recommended best practice
26	Environmental protection	Sustainable travel projects - walking and cycling	Walking and cycling project documentation	Recommended practice to review after 7 years	Recommended best practice
	Environmental protection	Training	Documentation related to environment related training	Current year + 6 years or add to personnel file	Recommended best practice
27	Environmental protection	Travel plan	Documentation regarding TfGM's travel plan	Recommended practice to regularly review and keep-up-to-date	Recommended best practice
28	Environmental protection	Utility information		Recommended practice to review after 13 years and dispose of as necessary	Recommended best practice
29	Environmental protection	Waste carrier license		Recommended practice to review after 3 years	Environment Protection Act 1990, s34 (Duty of Care) The Controlled Waste Regulations 2012 (as amended)

30	Environmental protection	Waste register		Recommended practice to review after 3 years	The Hazardous Waste Regulations 2005 No. 894. Environment Permitting Regulations 2007. SI 2007 No 3538, Regulation 12 (3)(b) Environment Protection Act 1990, s34 (Duty of Care) The Controlled Waste Regulations 2012 (as amended)
31	Environmental protection	Waste transfer notes		Recommended practice to review after 2 years	Environment Protection Act 1990, s34 (Duty of Care) The Controller Waste Regulations 2012 (as amended)

ESTATES MANAGEMENT					
32	Estate Management	Estate management files	Documentation regarding the management of TFGM estates	Recommended practice to review 12 years from expiration of interest in property	Recommended best practice

FINANCE					
33	Finance	Accounts and statements	Information on the consolidation of financial transactions and the production of financial statements. Includes; finance ledgers – nominal and sub ledgers (in SAP), monthly management accounts and statutory returns	Current year + 6 years	Local Government Act 2005, Audit Commission Act 1998.
34	Finance	Annual accounts files – budgets and forecast	Information regarding the development and publication around the annual budget and revenue monitoring (in-year forecasts)	Current year + 6 years	Local Government Act 2005
35	Finance	Asset management	Activities relating to collection of information about TfGM's fixed assets for accounting purposes	Destroy 12 years after sale or disposal of asset	Local Government Act 2005
36	Finance	Assets register	Register of TfGM owned assets	Recommended practice to keep up-to-date and review annually.	Recommended best practice
37	Finance	Audited accounts	Accounts that have been audited (internal and external)	Current year + 6 years	Limitations Act 1980, Taxes Management Act 1970, Audit Commission Act 1998.
38	Finance	Audit reports	Financial audit reports (internal and external)	Current year + 6 years	Limitations Act 1980, Taxes Management Act 1970, Audit Commission Act 1998.

39	Finance	Bank statements		Current year + 6 years	Recommended best practice
40	Finance	Budget development and monitoring	Documentation regarding the planning and monitoring of TfGM's annual budget. Includes allocation of budget to administrative units within the TfGM	Current year + 6 years	Local Government Act 2005
41	Finance	Cash receipts and adjustments – Travelshop Waybills		Recommended practice of current year + 2 years	Recommended best practice
42	Finance	Cash receipting print-outs – Travelshop Waybills		Recommended practice of current year + 6 years	Recommended best practice
43	Finance	Cheques register - post dated		Recommended practice of current year + 6 years	Recommended best practice
44	Finance	Correspondence	General finance correspondence	Recommended practice of current year + 3 years unless connected with income or payment then current year + 6 years	Recommended best practice
45	Finance	Details relating to credits and refunds	Held in Finance system	Current year + 6 years	Limitations Act 1980

46				<p>No cardholder data should ever be stored unless it is necessary to meet the needs of the business. The full 16 digit Primary Account Number (PAN) must not be retained after card authorisation. Following authorisation, only the first 6 digits (identifier of the issuer) and the last four digits of the 16 digit Primary Account Number with the date and time of transaction should be retained but for no longer than 12 months with permanent deletion occurring on a monthly basis. Cardholder Name, Service Code and Expiration date should be retained for no longer than 12 months with deletion occurring on a monthly basis.</p>	
	Finance	Credit card details	Credit card numbers, names, expiry dates etc.		PCI DSS Security Framework
47	Finance	Debtors information	Contained in finance system	Recommended practice of current year + 6 years	Recommended best practice
48	Finance	Delivery notes	Finance	Destroy 1 year after receipt	Recommended best practice

49	Finance	European bidding and funding information	Documentation relating to the bidding and funding of European funds	See item 392	
50	Finance	Expenditure on Metrolink	Contract expenditure and other revenue and receipts for Metrolink (contained in the Finance system)	Current year + 6 years	Local Government Act 2005
51	Finance	Expenditure (general)	Documentation regarding the payment for goods and services by TfGM (contained in the Finance system)	Current year + 6 years	Local Government Act 2005
52	Finance	Expenses	Documentation relating to expenses claims	Current year + 6 years	Accounts and Audit Regulations 2003 No. 533, Limitations Act 1980, Taxes Management Act 1970
53	Finance	External auditing	Documentation relating to internal or external auditing of TfGM	Recommended practice to review after 6 years and dispose of as necessary	Recommended best practice
54	Finance	Funding applications (receiving)	Administering applications for grant funding	Current year + 6 years	Local Government Act 2005
55	Finance	Funding bids	Applications by TfGM for grant funding by external bodies (UK only)	Current year + 6 years	Local Government Act 2005
56	Finance	Grants and awards	Documentation relating to UK grants and awards	Recommended practice of current year + 6 years	Recommended best practice
57	Finance	Hospitality and gifts register		Recommended practice of current year + 6 years	Recommended best practice
58	Finance	Internal transfers and journals	Contained in the Finance system	Recommended practice of current year + 2 years	Recommended best practice

59	Finance	Purchase and sales invoices		Originals - current year + 6 years. Copies - current year + 3 years	Limitation Act 1980 & Taxes Management Act 1970
60	Finance	Invoices (Energy)	Invoices relating to electricity used	Retain for 13 years	Recommended best practice
61	Finance	Leases	Lease financial documentation	Life of lease + 6 years	Limitation Act 1980
62	Finance	Loans	Documentation relating to borrowing money	Destroy 7 years after loan has been repaid	Recommended best practice
63	Finance	List of share holdings and certificates		Recommended practice to review every 25 years	Recommended best practice
64	Finance	Paying-in sheets		Recommended practice of current year + 2 years	Recommended best practice
65	Finance	Payments made to Bus Operators	Documentation relating to paying bus operators	Recommended practice to review after 6 years	Recommended best practice
66	Finance	Payroll – time sheets/overtime		Current year + 6 years	Taxes Management Act 1970, Income and Corporation Taxes 1988
67	Finance	Payroll - car allowance claims		Current year + 6 years.	Taxes Management Act 1970, Income and Corporation Taxes 1988
68	Finance	Payroll - gross and net payments		Employer - keep for 10 years for pension requirements. Employee - recommended practice of current year + 2 years	Greater Manchester Pension Fund
69	Finance	Payroll - maternity		Recommended practice of current year + 6 years	Recommended best practice
70	Finance	Payroll - national insurance schedule of payments		Current year + 6 years	Taxes Management Act 1970, Income and Corporation Taxes 1988

71	Finance	Payroll - paternity pay entitlement		Recommended practice of current year + 6 years.	Recommended best practice
72	Finance	Payroll - personal bank details		Recommended practice to retain until superseded + 3 years. If employment ceases current year + 6 years	Recommended best practice
73	Finance	Payroll reports		Current year + 6 years	Taxes Management Act 1970, Income and Corporation Taxes 1988
74	Finance	Payroll - pension adjustments & reports	Administration of pension schemes for current and former employees	Keep for 10 years for pension requirements	Taxes Management Act 1970, Income and Corporation Taxes 1988. Accounts & Audit Regulations 2003. Greater Manchester Pension Fund
75	Finance	Payroll - tax forms (P11, P11D, P35, P45, P60)		Employer: current year + 3 years. Employee: 6 years	Inland Revenue Booklet 490
76	Finance	Petty cash vouchers		Recommended practice of current year + 6 years	Recommended best practice
77	Finance	Property valuation	Documentation relating to property valuation	Destroy 10 years after valuation was made	The Registered Pension Schemes (Provision of Information) Regulations 2006 Statutory Instrument 2006 No. 567
78	Finance	Purchase orders		Current year + 6 years	Taxes Management Act (1970) Accounts and Audit Regulations 2003
79	Finance	Quotes	Formal quotes (received or provided).	Recommended practice of current year + 6 years	Recommended best practice

80	Finance	Reconciliation	Reconciliation of nominal ledger accounts	Current year + 6 years	Accounts and Audit Regulations 2003 No. 533
81	Finance	Refunds	Activities involved in the refund of accounts	Current year + 6 years	Accounts and Audit Regulations 2003 No. 533
82	Finance	Strategy and planning	Long term planning of TfGM's financial management. Includes the financial forecast.	Recommended practice to review annually and destroy when superseded	Recommended best practice
83	Finance	Taxation	General documents relating to taxation and similar financial matters	Current year + 6 years	Local Government Act 2005, Limitation Act 1980, Taxes Management Act 1970
84	Finance	Tenants arrears and accounts	Financial information relating to tenants accounts	6 years after cease of tenancy	Limitation Act 1980
85	Finance	Travel Vouchers		Recommended practice of current year + 6 years	Recommended best practice
86	Finance	Valuations (assets)		Recommended practice of current year + 11 years	Recommended best practice
87	Finance	Write offs (assets)		Recommended practice of current year + 6 years	Recommended best practice

ASSETS MANAGEMENT					
88	Assets Management	Accessibility	Information relating to the access of property owned by TfGM	Recommended practice to review after 3 years and dispose of as necessary	Recommended best practice
89	Assets Management	Accommodation files		Recommended practice to review after 3 years and dispose of as necessary	Recommended best practice
90	Assets Management	Acquisitions	Documentation concerning the management of the acquisition (by finance lease or purchase) process for TfGM property	Destroy 6 years if under £50k, 12 years if over £50k after all obligations/entitlements concluded.	Limitation Act 1980
91	Assets Management	Availability enquiries	Documentation on availability	Recommended practice of current year + 2 years. Dispose of personal data when no longer required.	Recommended best practice
92	Assets Management	Car parking	Documentation regarding the process of managing and undertaking renovations and development specific to car parking	Recommended practice to review after 3 years and dispose of as necessary	Recommended best practice
93	Assets Management	Contracts	Contracts relating to carrying out cyclical, reactive and planned maintenance of assets.	Destroy after 6 years.	Limitation Act 1980
94	Assets Management	Deeds	Deeds and associated documentation	Permanent.	Limitation Act 1980
95	Assets Management	Deeds of dedication		Recommended practice to destroy 12 years after all obligations/entitlements concluded.	Recommended best practice

96	Assets Management	Deeds register		Recommended practice to keep up-to-date and review annually	Recommended best practice
97	Assets Management	Design and construction	Documentation relating to the design and construction of TfGM assets	Destroy after 7 years	Limitation Act 1980
98	Assets Management	Disposal	Documents relating to the management of the disposal (by sale or write off) process for TfGM assets	Destroy 12 years after all obligations/entitlements concluded	Limitation Act 1980
99	Assets Management	Health and safety	Health and safety documentation relating to TfGM assets	5 years after activity	The Control of Substances Hazardous to Health Regulations 2002 amends 1989 Act
100	Assets Management	Incidents	Incident reports involving TfGM assets	Recommended practice to review after 3 years. Dispose of personal data when no longer required.	Recommended best practice
101	Assets Management	Instruction manuals	Instruction manuals relating to TfGM assets	Recommended practice to keep up-to-date and review annually.	Recommended best practice
102	Assets Management	Inventory	Inventories of assets	Recommended practice to keep up-to-date and review annually	Recommended best practice
103	Assets Management	Investigations	Safety investigations records	Recommended practice to review after 3 years and dispose of as necessary. Dispose of any personal data when no longer required	Recommended best practice

104	Assets Management	Land and property history	Historical documents about TfGM assets	Destroy 12 years from no longer have interest in building	Limitation Act 1980
105	Assets Management	Leasing	Documents relating to the process of managing leased property and other assets	12 years after lease has expired	Limitation Act 1980
106	Assets Management	Maintenance	Documentation relating to maintenance of assets	Life of ownership + 15 years	Limitation Act 1980
107	Assets Management	Maps and directions	Maps and directions relating to TfGM property	Keep up-to-date and review annually	Recommended best practice
108	Assets Management	Objections	Documentation regarding objections received to planning	Destroy after 15 years of decision.	Limitation Act 1980
109	Assets Management	Planned maintenance	Documentation relating to the process of managing and undertaking planned maintenance of assets	Destroy 12 years after last action.	The Control of Substances Hazardous to Health Regulations 2002. amends 1989 Act
110	Assets Management	Planning Applications	Documentation relating to planning applications	10 years after expiry of planning permission, closure or last significant action	Planning Act as amended by the Planning and Compulsory Purchase Act 2004 Section 51
111	Assets Management	Property files	Includes copies of contracts specific to property, correspondence, floor plans and records related to day to day maintenance e.g. work orders, invoices, payments, electrical surveys	Recommended practice to review 12 years from expiration of interest in property	Recommended best practice

112	Assets Management	Refurbishment	Documentation relating to the process of managing and undertaking planned renovations and development of property	Destroy 6 years after all obligations/entitlements concluded	Limitation Act 1980
113	Assets Management	Rental	Documentation relating to the rental of TfGM owned property and other assets	End of rent period + 6 years.	Limitation Act 1980
114	Assets Management	Sales	Documentation relating to the sale of assets	Destroy 12 years after sale has been concluded.	Limitation Act 1980
115	Assets Management	Security	Documentation relating security and processes related with security of TfGM's assets	Keep up-to-date and review annually	Recommended best practice
116	Assets Management	Surveys	Data collected from surveys conducted on TfGM assets	Destroy after 12 years	Limitation Act 1980
117	Assets Management	Safety inspections	Safety inspections on TfGM assets	Recommended practice of current year + 3 years.	Recommended best practice
119	Assets Management	Tenancy	Tenancy files	Destroy 6 years from end of tenancy	Limitation Act 1980
120	Assets Management	Usage statistics	Any data held concerned with usage of TfGM assets	Recommended practice to review annually	Recommended best practice
121	Assets Management	Valuations	Valuation documentation and statistics	Recommended practice to destroy 6 years after disposal of asset	Recommended best practice
122	Assets Management	Work orders		Current year + 6 years	Accounts and Audit Regulations 2003 No. 533

HEALTH AND SAFETY					
123	Health and Safety	Agents written declaration		Life of health and safety file	Construction (Design and Management) Regulations 2007
124	Health and safety	Accidents and incidents forms, reports and investigations	Information about the reporting of individual accidents and actions resulting from them	Recommended practice of current year + 11 years	Recommended best practice
125	Health and safety	Accident books		3 years after last entry	Social Security (Claims and Payments) Regulations 1979 Regulations 24 and 25 Social Security Administration Act 1992 Section 8
126	Health and safety	Business continuity and resilience files		Recommended practice of current year + 5 years	Recommended best practice
127	Health and safety	Campaigns	Documentation regarding campaigns to promote compliance to health and safety policies.	Recommended practice to review annually	Recommended best practice
128	Health and safety	Emergency lighting tests		Recommended practice to retain last 2 certificates.	Recommended best practice
129	Health and safety	Fire alarm tests		Recommended practice to retain last 2 certificates	Recommended best practice
130	Health and safety	Fire certificates		Dispose of when superseded	Fire Safety Order 2005
131	Health and safety	HAZID/HAZOP records		Review after 7 years	Recommended best practice
132	Health and Safety	Health and safety file		Permanent	Construction (Design and Management) Regulations 2007

133	Health and Safety	Infrastructure Checks	Documentation relating to daily health and safety checks on property	Recommended practice of creation + 5 years	Recommended best practice
134	Health and safety	Inspections (see also 135 & 136)	Documentation relating to internal or external inspections examining TfGM's health and safety provision.	Creation + 5 years	The Control of Substances Hazardous to Health Regulations 2002. amends 1989 Act
135	Health and safety	Inspections - asbestos exposure	Monitor the condition of known asbestos products within buildings.	Permanent	The Control of Asbestos Regulations 2006 Statutory Instrument 2006 No. 2739
136	Health and safety	Inspections - substance hazardous to health	Control and monitor the use of hazardous substances at work.	Permanent	The Control of Substances Hazardous to Health Regulations 2002. amends 1989 Act
137	Health and safety	Minutes, agendas, submissions, supporting documentation and action logs	Documentation from health and safety committees and groups	Recommended practice of creation + 5 years	Recommended best practice
138	Health and safety	Personal injury claims		Recommended practice of creation + 5 years	Recommended best practice
139	Health and safety	Personal protective equipment - risk assessments		Until superseded.	Personal Protective Equipment at Work Regulations 1992 SI 1992 No 2966 Regulation 6
140	Health and safety	Personal protective equipment - record of maintenance and examination		Recommended 5 years from date of action	Personal Protective Equipment at Work Regulations 1992 SI 1992 No 2966 Regulation 7
141	Health and safety	Personal protective equipment - record of training		Recommended minimum of 3 years from date of training	Personal Protective Equipment at Work Regulations 1992 SI 1992 No 2966 Regulation 9

142	Health and safety	Policies and procedures		Keep until superseded	Health & Safety at Work Act (1974)
143	Health and safety	Pre tender health and safety plan		12 years after completion of work	Construction Design and Maintenance regulations 2007
144	Health and safety	Risk assessments	Activities relating to risk assessments carried out by TfGM (includes workplace assessments).	Superseded + 3 years	Management of Health and Safety at Work Regulations 1992 SI 1992 No 2051 Regulation 3: Risk Assessments
145	Health and safety	Strategy and planning	Health and safety strategy and planning	Superseded + 3 years	Health & Safety at Work Act (1974)
146	Health and safety	Training	Documentation relating to health and safety related training	Current year + 6 years or add to personnel file	Health & Safety at Work Act (1974)

HUMAN RESOURCES					
147	Human resources	Absence monitoring and reporting	Aggregated management information on absences, for instance, working days lost to various sickness categories	Recommended practice of current year + 3 years	Recommended best practice
148	Human resources	Adverts (job vacancy)		1 year after filling post	CIPD Recommended best practice
149	Human resources	Corporate training plan	Information on corporate training activities and forward plans	Recommended practice to retain until superseded	Recommended best practice
150	Human resources	Disciplinary matters reporting	Summary management information relating to disciplinary matters	Current year + 6 years	Recommended best practice
151	Human resources	Disciplinary unfounded		Recommended practice to destroy immediately	Retention Guidelines for Local Authorities (RGLA) 6.7
152	Human resources	Disciplinary - oral warning		Recommended practice to destroy 6 months from date of warning	RGLA 6.7
153	Human resources	Disciplinary - written warning		Recommended practice to destroy 12 months from date of warning	RGLA 6.7
154	Human resources	Disciplinary - final warning		Recommended practice to destroy 18 months from final warning being issue	RGLA 6.7
155	Human resources	Disclosure of interest	Register of declared interests of employees	Recommended practice to destroy after 6 years	RGLA 6.4
156	Human resources	Dismissal	Documentation relating to the dismissal of an employee	Termination of employment + 6 years	Limitations Act 1980


157	Human resources	Employment law		Recommended practice to update on a regular basis and dispose of when superseded	Recommended best practice
158	Human resources	Equalities monitoring	Equality and diversity documents, which include information on fair treatment of employees and general guidelines	Recommended practice to destroy after current year + 5 years	RGLA 6.9
159	Human resources	Equalities policies		Recommended practice to destroy when superseded	Recommended best practice
160	Human resources	Induction	Documentation relating to the process and undertaking of induction for new employees	Recommended practice to keep up-to-date and review annually. Destroy personal data when no longer required	Recommended best practice
161	Human resources	Interview correspondence & notes		Destroy 1 year after position filled	CIPD Recommended best practice
162	Human resources	Job applications	Successful and unsuccessful applications	Recommended practice; unsuccessful - 1 year, successful - add to personnel file	CIPD Recommended best practice
163	Human resources	Job descriptions and person specifications	The job description and person specifications for current posts	Recommended practice to review annually and keep current	Recommended best practice
164	Human resources	Major injuries	Documentation regarding incidents resulting in a major injury	Destroy 40 years after end of employment	Health and Safety at Work Act 1974; Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 reg 7; Limitations Act 1980

165	Human resources	Medical referral files	Documentation relating to a referral to Occupational Health for assessment of fitness to work	Cause of action + 3 years	Limitation Act 1980 (c. 58)
172	Human resources	Organisational structure	Organisational structure	Recommended practice to regularly review and keep up-to date	Recommended best practice
173	Human resources	Personnel files - counselling	Documentation relating to counselling offered to an employee	Destroy 6 years from termination of employment	Limitations Act 1980
174	Human resources	Personnel files - CRB checks	Documentation relating to CRB checks undertaken	Recommended practice to destroy 6 years from termination of employment	Limitations Act 1980
175	Human resources	Personnel files - employee details	Documentation relating to an individual's general or specific conditions of employment	Destroy 6 years from termination of employment. Keep up to date	Limitations Act 1980
176	Human resources	Personnel files - grievances	Information on grievances between the employer and employee's)	Destroy 6 years from termination of employment	Limitations Act 1980
177	Human resources	Personnel files - Leave	Documentation relating to requested employee leave: annual, study, carers, special, compassionate, unpaid leave etc. See below for exceptions	Destroy 2 years after last action completed	The Working Time Regulations 1998 (SI 1998/1833)
	Human resources	Personnel files – parental leave	Documentation relating to requested employee parental leave.	Destroy 5 years from birth/adoption of the child or 18 years from birth/adoption of the child where the child receives a disability allowance	CIPD Recommended Best Practice

	Human resources	Personnel files – maternity/paternity leave	Documentation relating to employee maternity/paternity leave.	Destroy 3 years after the end of the tax year in which the maternity/paternity period ends	The Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960) as amended.
	Human resources	Personnel files – sick leave	Documentation relating to employee sick leave including sick pay records, calculations, certificates, self certificates	Destroy 3 years after the end of the tax year to which they relate	The Statutory Sick Pay (General) Regulations 1982 (SI 1982/894) as amended
178	Human resources	Personnel files - medical assessments	Documentation regarding medical assessments and general information on healthy living	Destroy 75 years after date of birth of employee	RGLA 6.10
179	Human resources	Personnel files - performance appraisal	Documentation relating to the performance appraisal of an employee, including performance related pay if applicable	Destroy 6 years from termination of employment	Limitations Act 1980
180	Human resources	Personnel files - personal risk assessment	Including restrictions i.e. cannot lift, desk work only etc.	Destroy 6 years from termination of employment	Limitations Act 1980
181	Human resources	Personnel files - recruitment	Process relating to the recruitment of an employee to the TfGM	Destroy 6 years from termination of employment	Limitations Act 1980
182	Human resources	Personnel files - references	Documentation relating to references obtained for an employee	Destroy 6 years from termination of employment	Limitations Act 1980
183	Human resources	Personnel files - secondment	Documentation relating to the process of secondments to or from the TfGM	Destroy 6 years from termination of employment	Limitations Act 1980

184	Human resources	Personnel files - sickness monitoring	Documentation relating to sickness absence, including medical certificates, return to work and absenteeism forms	Destroy 3 years from end of current tax year	The Statutory Sick Pay (General) Regulations 1982 (SI 1982/894) as amended
185	Human resources	Personnel files - termination	Documentation relating to the leaving process: resignation, termination and retirement	Destroy 6 years from termination of employment	Limitations Act 1980
186	Human resources	Personnel files - training	Documentation relating to an individual's training record and any work experience undertaken within the TfGM	Destroy 6 years from termination of employment	Limitations Act 1980
187	Human resources	Policies and procedures	General HR related policies and procedures	Recommended practice to keep up-to-date and review annually. Destroy when superseded	Recommended best practice
188	Human resources	Recruitment process	Documentation relating to the recruitment process, including staff requisition	Recommended practice to keep up-to-date and review annually. Destroy when superseded	Recommended best practice
	Human resources	Redundancy	Redundancy details, calculations of payments, refunds, notification to the Secretary of State	Destroy 6 years from the date of redundancy	CIPD Recommended best practice
189	Human resources	Reporting	HR related reports	Recommended practice to review after 2 years and dispose of when no longer required	Recommended best practice
190	Human resources	Trade union documents	Matters relating to the relationship with recognised unions	Destroy 10 years after ceasing to be effective	CIPD Recommended best practice

191	Human resources	Training materials	Workforce training documentation (including graduates)	Destroy 1 year after course is superseded	Recommended best practice
192	Human resources	Training - attendance	Attendance forms and subsequent reports	Recommended practice of current year + 1 year	Recommended best practice
193	Human resources	Training - course files		Recommended practice to keep up-to-date and review annually	Recommended best practice
194	Human resources	Training - statistics	Training documentation relating to specific courses and sessions	Recommended practice to keep up-to-date and review annually	Recommended best practice
195	Human resources	Training - invoices	Invoices related to training activities	Destroy 6 years from receipt	Limitations Act 1980
196	Human resources	Training - exam results	Results, certificates, awards etc.	Destroy 6 years from termination of employment	CIPD Recommended best practice
197	Human resources	Vacancies	Documentation relating to vacancies	Recommended practice of current year + 1 year	CIPD Recommended best practice
	Human resources	Workforce planning	Documentation relating to workforce management	Recommended practice to review annually	Recommended best practice
199	Human resources	Working time	TMS records	Destroy 2 years from date	The Working Time Regulations 1998 (SI 1998/1833)

INFORMATION & COMMUNICATIONS TECHNOLOGY					
199	Information and communication technology	Back-up tapes/discs		As long as the information on them is required as stated by this Retention Schedule	Recommended best practice
200	Information and communication technology	Change control	Documentation relating to planned changes to a specific system	Recommended practice to review after 2 years and dispose of as necessary	Recommended best practice
201	Information and communication technology	Configuration management	Documentation relating to configuration of servers, PCs and networks	Recommended practice to review after 2 years and dispose of as necessary	Recommended best practice
202	Information and communication technology	Development	Information on the development of systems, applications and software.	Recommended practice to review after 3 years and dispose of as necessary	Recommended best practice
203	Information and communication technology	Development control		Recommended practice to review after 3 years and dispose of as necessary	Recommended best practice
204	Information and communication technology	Disposal (hardware)	Documentation relating to the process of disposal of TfGM owned hardware	Destroy 6 years after disposal	Limitation Act 1980
205	Information and communication technology	Fault reporting	Customer reporting of faults relating to TfGM systems and applications	Recommended practice to destroy after 2 years	Recommended best practice
205a	Information and communication technology	GM Broadband Programme	Documentation associated with the GM Broadband Programme	Documents to be passed to Stockport Council at project close. Stockport Council to apply retention to the documents.  20140701 -Get Digital Faster - docu	ERDF requirements

206	Information and communication technology	Hardware and software contracts	Documentation relating to hardware and software contracts	Destroy after 6 years	Limitation Act 1980
207	Information and communication technology	Implementation	Documentation relating to systems implementation	Recommended practice to review after 6 years and dispose of as necessary	Recommended best practice
208	Information and communication technology	Inventory of IT equipment		Keep up-to-date. Recommended practice to destroy 6 years after disposal	Recommended best practice
209	Information and communication technology	IS projects and programmes documentation	Activities relating to IS projects and programmes	Recommended practice to retain until end of project + 5 years	Recommended best practice
210	Information and communication technology	IS Strategy	Activities relating to the development and implementation of the IS Strategy	Regularly update and destroy when superseded	Recommended best practice
211	Information and communication technology	Licensing	Documentation in relation to licensing	Destroy after 6 years of end of license	Limitation Act 1980
212	Information and communication technology	Maintenance	Documentation relating to the maintenance and support of software and systems	Recommended practice to review after 3 years and dispose of as necessary	Recommended best practice
213	Information and communication technology	Manuals and procedures	Manuals and user information relating to specific systems and software	Recommended practice to review annually and destroy when superseded	Recommended best practice
214	Information and communication technology	Network monitoring and maintenance	Documentation relating to the maintenance and support of the network	Recommended practice to review after 3 years and dispose of as necessary	Recommended best practice

215	Information and communication technology	Security	Information security related documentation – procedures and incidents etc.	Recommended practice to review after 3 years and dispose of as necessary	Recommended best practice
216	Information and communication technology	Serviceline procedures		Recommended practice to review annually and destroy when superseded	Recommended best practice
217	Information and communication technology	Serviceline requests		Recommended practice of current year + 2 years	Recommended best practice
218	Information and communication technology	Spatial datasets/maps	Ordnance survey, topography, maps files etc.	Recommended practice to review annually and dispose of when necessary	Recommended best practice
219	Information and communication technology	System documentation		Recommended practice to review annually and dispose of when necessary	Recommended best practice
220	Information and communication technology	System development requests		Recommended practice to review after 3 years and dispose of as necessary	Recommended best practice
221	Information and communication technology	Testing Files	Test framework and scripts	Recommended practice to review annually and dispose of when decommissioning system	Local Business Need
222	Information and communication technology	Training Files	IS training files	Recommended practice to review annually. Dispose of personal data when no longer required	Recommended best practice
223	Information and communication technology	Web development	Includes development of Internet, Intranet and Extranet	Recommended practice to review after 3 years and dispose of as necessary	Recommended best practice

INFORMATION MANAGEMENT					
224	Information management	Access to information	Requests received under Data Protection	Recommended practice of current year + 1 year.	Recommended best practice
225	Information management	Data management	Documentation relating to open data	Review after 2 years and dispose of as necessary	Recommended best practice
226	Information management	Data Protection Notification	Notification to ICO	Recommended practice to destroy after 3 years.	National Archives retention and disposal guidance
227	Information management	Data protection files	Documents relating to Data Protection governance	Recommended practice to review after 3 years and dispose of as necessary	Recommended best practice
228	Information management	Templates	Documentation associated with the corporate templates	Recommended practice to keep whilst relevant. Dispose of when superseded	Recommended best practice
229	Information Management	Project files for information management	Information management project documentation	Recommended practice of end of project + 5 years.	Recommended best practice
230	Information management	Publication scheme	The publication scheme that is required under the Freedom of Information Act 2000	Recommended practice to regularly review and keep up to date.	Freedom of Information Act 2000
231	Information management	Records management	Information regarding management of TfGM's records	Recommended practice to review after 5 years	Recommended best practice
232	Information management	Records disposal	Information regarding the disposal of TfGM's records	Recommended practice to review after 12 years	Limitation Act
	Information management	Retention Schedule	Documentation regarding the development and maintenance of the document retention schedule	Regularly review and keep up to date	Recommended best practice

LEGAL SERVICES					
234	Legal services	Advice (general)	Evidence of providing advice to clients / services relating to all aspects of the legal system	Recommended practice to destroy after 3 years	Recommended best practice – Retention Guidelines for Local Authorities (RGLA) 4.2
235	Legal services	Agreements	Pro-forma legal agreements used in all areas of law.	Recommended practice to destroy 6 years after agreement ends	Recommended best practice – RGLA 4.3
236	Finance	Contracts under seal & above £50,000		Review 12 years from contract completion date	Limitations Act 1980
237	Finance	Contracts not under seal		Review 6 years from contract completion date	Limitations Act 1980
238	Legal services	Agreements - commercial rent and miscellaneous charges		Recommended practice to retain 12 months after expiry of lease/licence/agreement	Recommended best practice – RGLA 3.28
239	Legal services	Conveyance	Process of changing land or property. commercial and other leases, title investigations, disposal of freehold and leasehold properties, Right to Buy etc.	Destroy after 12 years	Limitation Act 1980
240	Legal services	Deeds		Permanent	Limitation Act 1980
241	Legal services	Deeds Register		Recommended practice to keep up-to-date and review annually	Recommended best practice

242	Legal services	Easements	Private right of way, right to light (an easement benefits one piece of land by exercising rights over another piece of land owned by another) procedures are in place to ensure the efficient and lawful use of easements	Recommended practice to review annually	Recommended best practice
243	Legal services	Freedom of Information	Documents relating to FoI – policies, procedures, requests etc.	Recommended practice to retain for 5 years	Recommended best practice
244	Legal services	Intellectual property rights	Information on who owns the information.	Recommended practice to review after 3 years	Recommended best practice
245	Legal services	Land registration - highways	Advice, orders and agreements	Creation + 20 years	Highways Act 1980
246	Legal services	Land registration - case files	Case files	Termination + 6 years	Limitation Act 1980
247	Legal services	Land searches and charges	Searches and title investigations	Review + 10 years	Countryside and Rights of Way Act 2000 (c. 37)
248	Legal services	Litigation	Process dealing with civil and criminal litigation, debt recovery & commercial	Destroy after 7 years from last action	Limitation Act 1980
249	Legal services	Precedent cases	Judgments relied on to fight current cases - setting standards to work within	Destroy after 6 years	Limitation Act 1980
250	Legal services	Tenancy agreements	Documentation relating to the rental agreements of TfGM assets	Destroy 6 years after end of tenancy. Agreements under seal – 12 years	Limitation Act 1980
251	Legal services	Trust	Documentation relating to legal services and trusts	Destroy after 6 years	Local Government Act 2005

CORPORATE MANAGEMENT					
252			The internal activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period		
	Corporate Management	Internal Audit		Recommended practice of current year + 3 years	Limitation Act 1980
254	Corporate Management	Audit - committee files		Recommended practice of current year + 3 years	Recommended best practice
255	Corporate Management	Audit reports		Recommended practice of current year + 6 years	Recommended best practice
256	Corporate Management	Business plans		Recommended practice to destroy when superseded and no longer required	Recommended best practice
257	Corporate Management	Corporate gifts	Documentation relating to the provision of corporate gifts	Recommended practice of current year + 3 years	Recommended best practice
258	Corporate Management	Corporate plans		Recommended practice to regularly review and destroy when superseded	Recommended best practice
259	Corporate Management	Directorate plans	Individual directorate plans	Recommended practice to regularly review and dispose of when superseded	Recommended best practice
260	Corporate Management	Exec Group and Board Agendas and minutes		Permanent	Recommended best practice

261	Corporate Management	Executive Group and Board Reports	Reports for Executive Group and Board	Permanent	Recommended best practice
262	Corporate Management	External Inspections	Documentation relating to the external inspections on corporate or service specific performance management	Recommended practice of current year + 5 years	Recommended best practice
263	Corporate Management	GMITA/TfGMc correspondence	Reports, agenda and minutes	Recommended practice of current year + 5 years	TfGMc recommended practice
264	Corporate Management	MP's correspondence	Documentation to and from MPs	Recommended practice to review 5 years from receipt	TfGMc recommended practice
265	Corporate Management	Organisational Performance	KPI data	Review Annually and dispose of when no longer needed	Local business need
	Corporate Management	Organisational Performance	KBP data	Recommended practice of current year + 5 years	Recommended best practice
266	Corporate Management	Policies and procedures	Documentation relating to corporate policies and procedures	Recommended practice to regularly review and dispose of when superseded	Recommended best practice
267	Corporate Management	Reach project files	Reach project files	Recommended practice to retain until end of project + 6 years	Recommended best practice
268	Corporate Management	Strategy and planning	Information related to planning a business operation or service	Recommended practice to regularly review and dispose of when superseded	Recommended best practice

PROCUREMENT					
269	Procurement	Changes to requirements	Correspondence relating to any changes to procurement requirements	Destroy after 6 years	Limitation Act 1980
270	Procurement	Clarifications	Correspondence relating to clarifications sought during tendering exercise.	Destroy after 6 years	Limitation Act 1980
271	Procurement	Complaints	Any complaints received relating to procurement	Destroy after 6 years of receipt of complaint	Limitation Act 1980
272	Procurement	Contract awards	Information of who was successful in obtaining a contract or contracts and why	Destroy after 6 years of end of contract	Limitation Act 1980
273	Procurement	Contract management/monitoring	Performance monitoring and review of awarded contracts – service level agreements, performance reports, estimates, quotations and drawings	Destroy after 6 years of completion date	Limitation Act 1980
274	Procurement	Contract procurements	General procurement of contracts	Destroy after 6 years of completion date	Limitation Act 1980
275	Procurement	Expressions of interest	Correspondence relating to any expressions of interest	Destroy 2 years after award of contract	Limitation Act 1980
276	Procurement	Invitations to tender		Destroy after 6 years	Limitation Act 1980
277	Procurement	Market information	Market research files	Recommended practice to review annually and keep up-to-date	
278	Procurement	Negotiation	Negotiation files related to specific contract negotiations	Destroy after 12 years	Limitation Act 1980
279	Procurement	Purchase orders		Destroy after 6 years	Limitation Act 1980
280	Procurement	Quotations	Any quotes received	Destroy after 6 years	Limitation Act 1980

281	Procurement	Sale of goods and services	Documentation relating to the sale of goods and services	Destroy after 6 years	Limitation Act 1980
282	Procurement	Sealed contracts	Documentation relating to sealed contracts	Destroy after 12 years of the contract expiring	Limitation Act 1980
283	Procurement	Signed contracts	Signed contracts	Destroy after 6 years of contract ending	Limitation Act 1980
284	Procurement	Specification development	Documents relating to the development of specifications	Destroy after 6 years	Limitation Act 1980
285	Procurement	Tendering	Tendering of contracts	Destroy after 6 years	Limitation Act 1980
286	Procurement	Pre-tender advice	Documentation detailing advice provided pre-tender	Recommended practice to destroy after 2 years of contract beginning	Recommended best practice
287	Procurement	Opening notice for tender		Recommended practice to destroy 1 year after start of contract	Recommended best practice
288	Procurement	Strategies, Policies and procedures	Documentation relating to procurement strategies, policies and procedures	Recommended practice to regularly review and dispose of when superseded	Recommended best practice
289	Procurement	Reports	Procurement related reports	Recommended practice to review after 3 years	Recommended best practice
290	Procurement	Tender evaluations	Documentation relating to the evaluation of tender submissions	Destroy 6 years after contract expired	Public Contracts (Amendment) Regulations 2009
291	Procurement	Tendering - unsuccessful	Documents relating to unsuccessful tender bids	Destroy 1 year after start of contract	Public Contracts (Amendment) Regulations 2009

PROJECT AND PROGRAMME MANAGEMENT					
292	Project and Programme Management	Documentation	TfGM project and programme management files – Project Documentation and supporting documentation (Project Initiation Documents, Programme Definition Documents, Business Cases, Project Execution Plans, Gateway Review Recommendations)	Recommended practice to retain until end of project/programme + 5 years. A review of the file is to be undertaken to remove routine correspondence and ensure that non-essential and/or personal information is not retained on file.	The National Archives Records Management retention scheduling Guidance, 6. Project Records (2012)
293	Project and Programme Management	Final Documentation	Final plans, technical specifications and requirements (statements of requirements, as built plans, technical drawings)	Recommended practice to retain until end of project +10 years	The National Archives Records Management retention scheduling Guidance, 6. Project Records (2012)

RISK MANAGEMENT AND INSURANCE					
293	Risk management and insurance	Campaigns	Campaigns related to risk management	Recommended practice to review annually	Recommended best practice
294	Risk management and insurance	Claims	Documentation relating to claims made against TfGM	Destroy after 6 years	Limitation Act 1980
295	Risk management and insurance	Insurance	Documentation relating to insurance - policies, register and correspondence	Destroy after 6 years of terms of policy have expired	Limitation Act 1980
	Risk management and insurance	Risk management policy and strategy	Records documenting the development and establishment of the organisation's risk management policies.	Recommended practice to destroy after current year +5 years.	Management of Health and Safety at Work Regulations 1992; Business Need.
296	Risk management and insurance	Risk Register - Operational	Records documenting identified risks to the organisation and the assessment of those risks	Recommended practice to destroy after current year +3 years	Management of Health and Safety at Work Regulations 1992
	Risk management and insurance	Risk Register – Project/Programmes	Records documenting identified risks to a Project or Programme and assessment of those risks	Recommended practice to destroy 5 years after Project close down	Management of Health and Safety at Work Regulations 1992 Business Need
	Risk management and insurance	Risk Register – Strategic	Records documenting identified risks to the organisation and the assessment of those risks.	Recommended practice to destroy after current year +3 years	Management of Health and Safety at Work Regulations 1992
297	Risk management and insurance	Risk assessments (general)	Risk assessments undertaken	Recommended practice of 3 years	Management of Health and Safety at Work Regulations 1992
298	Risk management	Risk assessments (buildings and other assets)	Consolidated listing of, and assessment of risks - Risk Assessment	Recommended practice to destroy 6 years after disposal of property	Recommended best practice

	Risk management	Risk Procedures	Risk management procedures	Recommended practice to destroy after current year +3 years	Management of Health and Safety at Work Regulations 1992
	Risk management	Risk records	Substantive correspondence, file notes, memos	Recommended practice to destroy after current year +3 years	Management of Health and Safety at Work Regulations 1992

TRANSPORT DELIVERY					
299	Transport Delivery	Acquisitions	Acquisition of land, property, machinery and other assets	Destroy 6 years after all obligations/entitlements concluded	Limitations Act 1980
300	Transport Delivery	Assets Register		Recommended practice to regularly review and keep updated	Recommended best practice
301	Transport Delivery	Bids/funding correspondence	Documents relating to bids for funding	Current year + 6 years	Local Government Act 2005
302	Transport Delivery	Bus & Rail contacts list	Bus & Rail contacts list	Recommended practice to regularly review and keep up-to-date	Recommended best practice
303	Transport Delivery	Bus Operator Running Boards	Bus Operator Running Boards	Recommended practice to review after 3 years	Recommended best practice
304	Transport Delivery	Bus Operators Correspondence	Bus Operators Correspondence	Recommended practice to review after 5 years	Recommended best practice
305	Transport Delivery	Bus performance reports and analysis	Bus performance reports and analysis	Recommended practice to review after 5 years	Recommended best practice
306	Transport Delivery	Case histories and procedural guidance	Case histories and procedural guidance	Recommended practice to review after 5 years	Recommended best practice
307	Transport Delivery	Concessions	Process of provision and issue of travel concessions	Recommended practice to regularly review and dispose of when no longer required	Recommended best practice
308	Transport Delivery	Construction structure documents		Recommended practice to review after 3 years	Recommended best practice
309	Transport Delivery	Consultations	Consultation documentation	Recommended practice to review after 5 years. Dispose of when no longer required	Recommended best practice
310	Transport Delivery	Contract agreements		Destroy after 6 years	Limitation Act 1980

311	Transport Delivery	Cost Reimbursement Files		Recommended practice to review after 1 year	Recommended best practice
312	Transport Delivery	Customer application correspondence	Documents relating to applications for travel concessionary fares, passes and other entitlements	Recommended practice to review after 2 years. Dispose of personal data when no longer required	Recommended best practice
313	Transport Delivery	Data collection	Bus performance/monitoring data	Recommended practice to review after 1 year	Recommended best practice
314	Transport Delivery	Demand Response files		Recommended practice to review after 5 years	Recommended best practice
315	Transport Delivery	Demographic information	Demographic data	Recommended practice to review annually and update as and when required and data available	Recommended best practice
316	Transport Delivery	Design and construction	Design and construction of highways, light rail, network, traffic management schemes and road signs. Includes feasibility studies	Recommended practice to review after 5 years	Recommended best practice
317	Transport Delivery	Disposal	Land and equipment disposal	Destroy 6 years after disposal	Limitations Act 1980
318	Transport Delivery	Drawings		Recommended practice to destroy 6 years from completion	Recommended best practice
319	Transport Delivery	Enforcement	Documentation relating to enforcement of the proper use and maintenance of transport and highways	Recommended practice to review annually	Recommended best practice
320	Transport Delivery	Engineering schedules		Recommended practice of current year + 6 years	Recommended best practice

321	Transport Delivery	Events	Documentation regarding local events that require special transport planning	Recommended practice to review every 2 years and dispose of when no longer required	Business need
322	Transport Delivery	Fares data	Bus and Metrolink fares	Recommended practice to regularly review and keep up-to-date	Recommended best practice
323	Transport Delivery	Hazard logs		Recommended practice of 5 years	Recommended best practice
324	Transport Delivery	Highways network management files		Recommended practice to review after 3 years	Recommended best practice
325	Transport Delivery	Inspections	Documentation relating to inspections of land and equipment	Destroy 6 years after destruction of asset	Recommended best practice
326	Transport Delivery	Integrated Transport Systems	Documents relating to the ITS Programme	Recommended practice of current year + 6 years	Recommended best practice
327	Transport Delivery	Investment appraisal guidance		Recommended practice to review after 5 years	Recommended best practice
	Transport Delivery	Joint Road Safety Group – DriveSafe	Client/Offender data to enable the administration of DriveSafe courses to be delivered on behalf of the referring police force	Completed clients – anonymisation 240 days after course completion and/or deletion 2190 days after course completion Non-completed clients – deletion 120 days after “expiry date” and 240 days after creation date.	Police Data Processing Agreement NDORS Guidelines
328	Transport Delivery	Maintenance of assets	Documentation relating to unplanned and planned maintenance	Recommended practice of 6 years	Recommended best practice

329	Transport Delivery	Metrolink commercial information		Destroy after 6 years	Taxes Management Act 1970, Income and Corporation Taxes 1988
330	Transport Delivery	Metrolink contract management		Destroy after 6 years	Taxes Management Act 1970, Income and Corporation Taxes 1988
331	Transport Delivery	Metrolink contractor approvals and consents documentation		Destroy after 6 years	Taxes Management Act 1970, Income and Corporation Taxes 1988
332	Transport Delivery	Metrolink design guide		Recommended practice to keep up-to-date and dispose when superseded	Recommended best practice
333	Transport Delivery	Metrolink Engineering Files		Recommended practice to review after 6 years	Recommended best practice
334	Transport Delivery	Metrolink performance data and reports	Documentation relating to Metrolink performance	Recommended practice to review after 3 years	Recommended best practice
335	Transport Delivery	Metrolink Projects	Project correspondence	Recommended practice of current year + 6 years	Recommended best practice
336	Transport Delivery	Notifications to the public	Documentation relating to notification to the public of maintenance, changes and closures, etc.	Recommended practice to review annually	Recommended best practice
337	Transport Delivery	Operator revenue monitoring	Documents relating to operator revenue monitoring	Recommended practice of termination + 6 years	Recommended best practice
338	Transport Delivery	Parking sites	Documentation relating to the specifics of parking sites	Recommended practice to review annually	Recommended best practice
339	Transport Delivery	Passenger data	Occupancy, patronage, count etc.	Recommended practice of 6 years	Recommended best practice
340	Transport Delivery	Payments made to Bus Operators	Documentation relating to paying bus operators	Recommended practice to review after 6 years	Recommended best practice

341	Transport Delivery	Performance reports		Recommended practice to review after 6 years	Recommended best practice
342	Transport Delivery	Prosecutions	Documentation on prosecutions for fare evasion	Recommended practice to destroy 7 years after prosecution ended	Recommended best practice
343	Transport Delivery	Public transport planning	Information about future plans, public transport routes and timetables	Recommended practice to review after 5 years	Recommended best practice
344	Transport Delivery	Quality Bus Corridors	Documentation relating to quality bus corridors	Recommended practice to review after 6 years	Recommended best practice
345	Transport Delivery	Rapid transit operation appraisals		Recommended practice to review after 5 years	Recommended best practice
346	Transport Delivery	Registration	General documents related to registration	Recommended practice to review after 3 years	Recommended best practice
347	Transport Delivery	Research files		Recommended practice to review annually. Dispose of any personal data when no longer required	Recommended best practice
348	Transport Delivery	Road accidents		Recommended practice to regularly review and keep up-to-date	Recommended best practice
349	Transport Delivery	Road safety awareness	Documentation relating to road safety awareness	Recommended practice to review annually and dispose of when no longer required	Recommended best practice
350	Transport Delivery	Route Equipment	Documentation on route equipment	Recommended practice to review after 5 years	Recommended best practice
351	Transport Delivery	Safety & Compliance Files	Documentation on safety and compliance – checks, reports etc.	Recommended practice to review after 5 years	Recommended best practice
352	Transport Delivery	School transport	Documentation relating to school transport services	Current year + 6 years	Limitation Act 1980

353	Transport Delivery	Schools services		Current year + 6 years	Limitation Act 1980
354	Transport Delivery	Service providers	Documentation relating to service providers	Recommended practice of current practice of 1 year	Recommended best practice
355	Transport Delivery	Smart ticketing project	Documents relating to smart ticketing project	Recommended practice of current year + 5 years	Recommended best practice
356	Transport Delivery	Speed cameras	Includes information on the reason for the siting of the camera, any settings, statistics etc.	Recommended practice to review annually	Recommended best practice
357	Transport Delivery	Stakeholder correspondence		Recommended practice to review annually. Dispose of any personal data when no longer required	Recommended best practice
358	Transport Delivery	Stand allocation and maintenance		Recommended practice to review annually	Recommended best practice
359	Transport Delivery	Street works - register of utilities		Regularly review and keep up to date	Street Works (Registers, Notices, Directions and Designations) (England) Regulations 2007 SI 2007 No. 1951
360	Transport Delivery	Street works - register of permits		Regularly review and keep up to date	Traffic Management Permit Scheme (England) Regulations 2007 SI 2007 No 3372. Regulation 33
361	Transport Delivery	Structure asset information		Recommended practice to review annually and keep up-to-date	Recommended best practice
362	Transport Delivery	Surveys	Survey requests and responses relating to transport and infrastructure	Recommended practice to review after 2 years Dispose of any personal data when no longer required	Recommended best practice

363	Transport Delivery	Ticket sales data		Current year + 6 years	Limitation Act 1980
364	Transport Delivery	Timetables and forms	The timetabling of public transportation system	Recommended practice to regularly review. Keep up-to-date and dispose of when superseded	Recommended best practice
365	Transport Delivery	Traffic management	The activity of planning, designing, programming the continued flow, diversion or reduction of traffic	Destroy 7 years after action completed.	Recommended best practice
366	Transport Delivery	Transport models	Transport planning and models	Recommended practice to review annually	Recommended best practice
367	Transport Delivery	Transport planning	The planning of transport issues (including the local transport plan)	Recommended practice to review annually and dispose of when no longer required	Recommended best practice
368	Transport Delivery	Transport strategies and policies		Recommended practice to review annually and dispose of when superseded	Recommended best practice
369	Transport Delivery	Travelshop Procedures		Recommended practice to review annually and dispose of when superseded	Recommended best practice
370	Transport Delivery	Weather data	Documentation on the effects of weather conditions on the transport system	Recommended practice to review every 5 years and dispose of as necessary	Recommended best practice
371	Transport Delivery	Yellow school buses		Recommended practice to review after 5 years and dispose of as necessary.	Recommended best practice

CUSTOMER SERVICES					
373	Customer Services	Complaints	Formal complaints received and response to the complaints	Recommended practice of Minor: current year + 3 years, Major: current year + 6 years Dispose of personal data when no longer required	Limitation Act 1980.
374	Customer Services	Compliments	Compliments documentation	Review annually. Dispose of personal data when no longer required	Recommended best practice
375	Customer Services	Councillor correspondence	Any correspondence from Councillors	Recommended practice of current year + 3 years. Dispose of when no longer required	Recommended best practice
376	Customer Services	Customer correspondence	General queries and other miscellaneous correspondence	Recommended practice of current year + 3 years. Dispose of when no longer required	Recommended best practice

	Customer Services	Customer Records	Electronic CMS record for individual cardholders.	Delete record where : <ul style="list-style-type: none"> Record marked “deceased” for continuous 12 month period No card issued within 12 months of customer registration No active card issued within 12 months of last card being in a status of ‘hotlisted’, ‘expired’, ‘cancelled’, ‘holding pre-pending’, ‘hotlisted_internal’ 	Business need
377	Customer Services	MP correspondence	Any correspondence from MPs.	Recommended practice of Major issues: current year + 6 years, Minor issues: current year + 1 year	Recommended best practice
380	Customer Services	Policies and procedures	Customer services related policies, procedures and agreements	Recommended practice to review annually and dispose of when superseded	Recommended best practice
381	Customer Services	Public consultation	The process of consultation with the public	Recommended practice to review after 5 years. Dispose of when no longer required	Recommended best practice

MARKETING COMMUNICATIONS & PUBLIC RELATIONS					
382	Communications	Corporate initiatives and campaigns	Documentation relating to corporate initiatives/campaigns	Recommended practice to review annually.	Recommended best practice
383	Communications	Corporate publicity	Documentation relating to corporate publicity	Recommended practice to current year + 2 years	Recommended best practice
384	Communications	Corporate branding	Documentation relating to the process of creating and the use of a corporate branding and relevant guidance	Recommended practice to review annually	Recommended best practice
385	Communications	Graphic design/artwork	Documentation relating to graphic design	Recommended practice to review after 5 years	Recommended best practice
386	Communications	Marketing	Documentation relating to the marketing of TfGM or a specific function or service	Recommended practice to review after 5 years	Recommended best practice
387	Communications	Media cuttings	Media in which the local area or TfGM is mentioned	Recommended practice to review after 5 years	Recommended best practice
388	Communications	Media liaison	Documentation relating to liaison between the TfGM and local media	Recommended practice to review after 5 years	Recommended best practice
389	Communications	Media/press releases	Information released to the media	Recommended practice of current year + 3 years	Recommended best practice
390	Communications	Public relations	Documentation relating to public relations	Recommended practice to review after 2 years	Recommended best practice
391	Communications	Staff communications	ebulletins, Core Brief slides etc.	Recommended practice to review annually and dispose of when no longer required	Recommended best practice

EUROPEAN REGIONAL DEVELOPMENT FUNDING (ERDF)					
392	ERDF Documentation	ERDF Project files	<p>Requisite Documentation relating to ERDF funded projects.</p> <p>This includes any documents stored in a variety of ways including paper copies, micro fiches and electronic form.</p>	<p>All documents relating to ERDF must be kept until at least 3 years after the UK receives its final payment from the EU. Documents should not be destroyed without first receiving confirmation from DCLG. This means for projects funded within the 2007-2013 programme documents should be retained until at least 31 December 2025.</p>	ERDF Guidance

Document Retention Schedule				
Version	Change	Reason for change	Date	Name
0.1	Draft developed		31/09/11	Craig Berry
0.1	Shared with members of Senior Management Team for comments – Angela Anderson, Simon Warburton, Viren Ghandi, David Daughney, Howard Hartley, Mike Mellor, Peter Boulton, Des Gardner, Stuart Johnson and Suzanne Dunkley. Also shared with; Katherine Hudson, Alan Blackledge, David Hytch, John Garner, Linda Holroyd, Phil Borrowes, Chris Thorpe, Moira Suringar, Lara Melville, Simon Smith, Sue Horrill, Paul Harris (Greater Manchester Integrated Support Team), Pauline Benn, Kim Dorrington, Pauline Benn and Matthew Hack.		04/11/11	Craig Berry
0.3	Various changes made based on comments received from senior managers. Submitted to Executive Group for consideration.	Incorporated comments received from Alan Blackledge, John Garner, Chris Thorpe, David Hytch, Moira Suringar, David Daughney, Mike Mellor, Phil Borrowes, Linda Holroyd, Phil Borrowes, Paul Harris, Lara Melville, Suzanne Dunkley, Pete Boulton, Simon Smith and Viren Ghandi.	01/02/2012	Craig Berry
0.4	Changes to wording in Section 5	Changes requested by David Hytch	17/01/12	Craig Berry
1.0	Approved by Executive Group	Approved by Executive Group	28/02/12	Craig Berry
1.1		Included credit card retention in accordance with PCI DSS requirements	08/09/12	Craig Berry
1.2	Inclusion of GM Broadband programme documentation	New ERDF requirements	17/09/12	Craig Berry
1.3	Updates or confirmation of no changes received from: Customer Services (Janet Hiscock); Estates (Darren Embury); Procurement (Collette Collins); Internal Audit (David Knight); Policy and Research (Sally Holgate); Information Systems (Pete Johnston); Metrolink (Pauline Benn); Corporate Management (Vicky Sarver); Environment	Full review of Retention Schedule	09/07/14	Michelle Peel

	(Catherine Collinson); Metrolink Commercial (Paul Dean); DriveSafe (Lee Davies); Finance (David Daughney); Health and Safety (Chris Thorpe); Metrolink (Edith Rodgers); Communications (Daniel McMullan); Risk Management (Tom Smith); Project and Programme Management (Tom Smith & Peter Boulton); Nadeem Mohammed (Joint Road Safety Group); Kay Riley, Karen OMahoney, Philippa Grant (Human Resources); Julie Hadfield (Bus & Rail Directorate); Highways Management Team			
1.4	Inclusion of ERDF projects documentation	To meet requirements of the ERDF handbook. (At the request of Mike Clegg, Metrolink Projects Commercial Manager)	25/09/14	Michelle Peel
2.0	Complete after 2014 review. No major changes.	Review of Retention Schedule	26/9/14	Michelle Peel
2.1	Update of ERDF items 49, 205a and 392 re ERDF projects documentation	To meet requirements of ERDF. Information Provided by Ian Birleson (GM Broadband Project) and Rajev Bhalla (Finance)	28/07/15	Michelle Peel
2.2	Update to contact details provided on title page. Updated data protection legislation referenced.	Title page referred to Information Manager who has now left TfGM. Minor update ahead of review of Retention Schedules.	01/09/20	Aidan Richmond