**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 Manager 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 Manager is responsible for its development and maintenance: Michelle Peel, 0161 244 1123, [michelle.peel@tfgm.com](mailto:craig.berry@tfgm.com)

Please note that any records containing personal data should not be held for longer than it is needed for its intended purpose – Data Protection Act 1998.

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 Manager.

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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 eadcamfootage | | 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 At 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 | Finance | Credit card details | Credit card numbers, names, expiry dates etc. | 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. | 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 + 6years. | 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 19992 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 form 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. | 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 | | | | | |
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| 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 | | | | | |
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| 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 | Corporate Management | Internal Audit | 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 | 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 | | | | | |
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| 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 :   * 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 | | | | | |
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| 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 | Requisite Documentation relating to ERDF funded projects.  This includes any documents stored in a variety of ways including paper copies, micro fiches and electronic form. | 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. | ERDF Guidance |

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| **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 Borrows, 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 Borrows, Linda Holroyd, Phil Borrows, 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 (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 | Full review of Retention Schedule | 09/07/14 | **Michelle Peel** |
| 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** |