

Retention and disposal schedule

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Introduction

Purpose and scope

- 1 This document sets out the period of retention and the disposal action required for information records kept by PSAA. These requirements are to enable PSAA to comply with its statutory, legal and corporate governance requirements, ensuring we manage the records correctly.
- 2 PSAA is legally required to keep certain types of information for a minimum period. This needs to be balanced against the Data Protection requirement not to keep records for longer than is necessary or being used for a different purpose than it was collated for.
- 3 Records that are no longer required, based on the retention periods set out in this document, are disposed of as early as possible in an authorised and systematic manner.

Related documents

- 4 Please refer to the following related documents:
 - PSAA information governance policy;
 - PSAA data protection policy;
 - PSAA data privacy notice;
 - PSAA data breach incident response plan;
 - PSAA information asset register; and
 - the LGA ICT usage and security policy.

Review

- 5 This retention and disposal schedule is subject to annual review and will be updated in response to relevant organisational or external changes.

Retention and disposal requirements

Information type	Retention period	Disposal action	Reason
Appointing person functions * also applies to transitional arrangements			
Auditor appointments records*	12 years	Delete 12 years after start of auditor appointment	Required to support statutory responsibilities
Contact details for auditor appointments	Opted-in bodies = appointing period (5-7 years)	Review annually and delete following end of appointing period	Required to support statutory responsibilities
	Not opted-in = up to 1 year	Update annually and delete outdated	
	National stakeholders = up to 1 year	Update annually and delete outdated	
	Audit firms = 12 years	Delete 12 years after start of appointment	
Scale of fees*	Appointing period + 2 years	Delete 2 years after end of appointing period	Required to support statutory responsibilities
Audit contracts	Appointing period + 6 years	Review and delete 6 years after end of appointing period	Required to support statutory responsibilities
Audit procurement records	Appointing period + 6 years	Review and delete 6 years after end of appointing period	Required to support statutory responsibilities
Project and research records	6 years from end of project	Review and delete 6 years after end of appointing period	
Audit quality and compliance monitoring			
Audit quality and compliance monitoring*	Appointing period + 2 years	Delete 2 years after end of appointing period	Managing the audit contracts
Reporting on the results of auditors' work*	Appointing period + 2 years	Delete 2 years after end of appointing period	Managing the audit contracts

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Information type	Retention period	Disposal action	Reason
Terms of appointment – exercise of special powers supporting documentation* (including correspondence relating to objections work)	Accounting period + 1 year	Delete 1 year after the end of the accounting period to which it relates	Managing the audit contracts
Terms of appointment – fee variations supporting documentation*	Accounting period + 6 years	Delete 6 years after the end of the accounting period to which it relates	
Public interest reports*	Accounting period + 1 year	Delete 1 year after the end of the accounting period to which it relates	Managing the audit contracts
LAQF contact details	Up to 1 year	Update annually and delete outdated	Related to appointing person functions
LAQF papers	3 years	Delete 3 years after financial year to which it relates	Related to appointing person functions
Governance			
Board papers	Permanent	None	Operational
Audit committee papers	Permanent	None	Operational
Governance framework	Permanent	None	Operational
Annual report	Permanent	None	Operational
Risk management	6 years	Delete 6 years after end of financial year to which it relates	Strategic
Register of interests	6 years	Delete 6 years after end of financial year to which it relates	Operational
Business plans	3 years	Delete 3 years after financial year to which it relates	Operational
Communications			
Website content	1 year	Update at least annually	Operational

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Information type	Retention period	Disposal action	Reason
General enquiries mailbox	indefinitely in line with Mimecast email retention periods	Review and delete annually	Operational
General correspondence	1 year	Review and delete 1 year after closure	Operational
Complaints	3 years	Review and delete 3 years after closure	Operational
Requests for information	3 years	Review and delete after 3 years	
Finance			
Annual accounts	Permanent	None	Operational
Budget and MTFP	6 years	Delete 6 years after financial year to which it relates	Operational
Transaction records	6 years	Review and consider for deletion 6 years after end of financial year to which it relates.	Operational
Contracts other than the audit contracts; <ul style="list-style-type: none"> • Ordinary • Under seal 	6 years 12 years	Review and consider for deletion 6 years after contract has expired Review and consider for deletion 12 years after contract has expired	Operational
Tender responses and evaluation records: <ul style="list-style-type: none"> • Ordinary • Under seal 	6 years 12 years		
LGA service level agreement	6 years	Delete 6 years after end of financial year to which it relates	Operational
Staffing			

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Information type	Retention period	Disposal action	Reason
Employment and pay records	Duration of employment + 6 years	Review and consider for deletion 6 years after end of employment	Operational
Recruitment records	If successful, see 'employment and pay records' above If unsuccessful, 6 months after close of campaign	Review and delete based on outcome	Operational