

General records disposal schedule

Records documenting functions and activities common to most business units within the SRA

Last updated: 14 November 2008

Contents

- Document history approval and contributors.....3
- Key to abbreviations3
- Purpose4
- Scope.....4
- Disposal of records4
- The schedule.....6

Document history approval and contributors

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Key to abbreviations

CCN	Change control note
CEO	Chief Executive Officer
CPD	Continuing professional development
DPA	Data Protection Act
F&P	Facilities & Procurement
FOI	Freedom of Information
HRD	Human Resources & Development
ICR	Initial change request
IT	Information Technology
TLS	The Law Society

Purpose

The records disposal schedule which follows will form part of a set of procedures setting out minimum standards for records management in the Solicitors Regulation Authority (SRA). They will provide evidence of compliance with legislation such as the [Data Protection Act 1998](#), our Freedom of Information [Code of Practice](#) and eventually the [Freedom of Information Act 2000](#), as well as adherence to best practice standards.

The schedule will assist the SRA to:

- Reduce multiple sets of identical records and data.
- Remove obsolete or inaccurate information.
- Improve business processes.
- Meet legislative compliance standards in record keeping.
- Create corporate rules for records disposal as part of new system implementation.

Scope

This schedule recommends retention periods for the administrative records which business units create or use to support their business functions. **It does not cover the unique operational records of individual units**; those records will be covered by specific disposal schedules for each unit.

The schedule supersedes version 3.0 dated 8 August 2007

Disposal of records

There are only two ways to dispose of records:

1. Destroy them when their business, regulatory or reference value has expired *or*
2. Keep them permanently as part of the corporate memory.

Records of permanent value should be as a rule transferred to the corporate archives. This is currently located in the Law Society's Library at Chancery Lane.

Hard copy records which have to be kept for a period of time before destruction (e.g. longer than 1-3 months after closure) should be transferred to the Midlands archive store.

Destruction of records should be suspended if it becomes apparent that there is any possibility of anticipated litigation or regulatory investigation. Deliberate destruction of relevant records in such cases could involve the criminal offence of obstructing or perverting the course of justice. A court is also likely to draw adverse inferences from such an exercise and it is unlikely that a court would be satisfied with any explanation for deliberate record destruction after the commencement of proceedings.

The provisions of this schedule have been formally approved by James Fradgley, Head of Operations Development

Signed [confirmation via e-mail)

Date: 22 December 2008

The schedule: table of disposal classes:

Class No.	Function	Activity documented
1.	Accounts management	Documenting the business unit's budget expenditure
2.	Board, committee, working group and working party documentation management	Managing and storing documentation relating to the organisation's corporate boards, committees, working groups and working parties
3.	Contacts management	Storing details of named contacts used by the unit to conduct its business
4.	Document and records management	Managing the organisation, storage and disposal of the business unit's documents and records
5.	Employee documentation management	Documenting the management of individual employees of the business unit
6.	Enquiries handling	Managing enquiries and giving advice about the business unit's functions or services
7.	Information compliance liaison	Managing the business unit's compliance with data protection and freedom of information
8.	Office management	Managing the routine housekeeping documents of the business unit
9.	Policy and strategy planning and creation	Documenting the business unit's strategic and operational aims and objectives, and the plans to achieve those aims and objectives
10.	Project documentation management	Managing the documentation of projects designed to bring about change
11.	Publications management	Managing the publication and circulation of the business unit's documents
12.	Risk management	Documenting risks to the business unit in the organisation's business environment
13.	Team management	Managing and documenting the activities of the business unit's team
14.	Workforce planning	Planning the recruitment, deployment and development of the unit's human resources

The schedule

General records disposal schedule (last updated 14 November 2008) version 4.0 records covering the administrative records which business units create or use to support their business functions							
Disposal class number	Function	Activity	Record type/ sub-type	Medium/format/ storage location	Recommended disposal	Statutory retention requirement or best practice	Notes
1.	Accounts management						
1.1		Financial planning	Budgets	Electronic; group folder	Forward to Finance; destroy local documentation as superseded		Official record held by Group Finance
1.2		Storing financial reports and guidance issued by Group Finance	Monthly budget reports Budget guidelines	Electronic; group folder	Destroy as convenient e.g. when superseded		Official record held by Group Finance
1.3		Financial reporting to Group Finance	Accrual forms	Electronic; group folder	Forward to Finance; destroy local copies as convenient e.g. after 3 months		Official record held by Group Finance
1.4		Documenting financial transactions	Invoices Purchase orders Petty cash	Electronic; group folder Hard copy held in unit	Forward original to Finance; destroy local copies as convenient e.g. after 3 months		Official record held by Group Finance

General records disposal schedule (last updated 14 November 2008) version 4.0 records covering the administrative records which business units create or use to support their business functions

Disposal class number	Function	Activity	Record type/sub-type	Medium/format/storage location	Recommended disposal	Statutory retention requirement or best practice	Notes
1.5		Documenting expenses	Staff expenses claims	Electronic; group folder Hard copy held in unit	Send original to Finance; destroy local copies as convenient		Official record held by Group Finance
1.6		Receipt of remittance advices	Mobile phone payments Monthly purchasing card statements	Electronic; group folder Hard copy held in unit	Destroy once accuracy confirmed		Official record held by Group Finance
1.7		Documenting training expenditure	Internal and external training course payments	Electronic; group folder Hard copy held in unit	Destroy once invoice received/ purchasing card payment confirmed		Official record held by Group Finance
1.8		Maintaining record of expenditure	Log of expenditure and codes under which monies spent	Electronic; group folder	Destroy once annual expenditure agreed with Finance		Official logs of expenditure held by Group Finance

General records disposal schedule (last updated 14 November 2008) version 4.0 records covering the administrative records which business units create or use to support their business functions

Disposal class number	Function	Activity	Record type/ sub-type	Medium/format/ storage location	Recommended disposal	Statutory retention requirement or best practice	Notes
1.9		Disposing of assets	Asset disposal authorisation forms	Electronic; group folder Hard copy held in unit	Send to Finance; destroy local copies as convenient		Official record held by Group Finance
2.	Board, committee, working group and working party documentation management						

General records disposal schedule (last updated 14 November 2008) version 4.0 records covering the administrative records which business units create or use to support their business functions

Disposal class number	Function	Activity	Record type/ sub-type	Medium/format/ storage location	Recommended disposal	Statutory retention requirement or best practice	Notes
2.1		Maintaining proceedings of corporate boards, committees, working groups and working parties	<p>Agenda, minutes and papers:</p> <p>Approved minutes generated by the business unit (i.e. unit staff comprise the secretariat)</p> <p>Draft and unapproved minutes</p> <p>Local copies held for re-use, reference etc</p>	<p>Electronic; group folder</p> <p>May hold signed hard copies</p>	<p>Transfer to TLS Library, Chancery Lane</p> <p>Destroy all formats once approved version published</p> <p>Destroy as convenient e.g. after 1 year</p>	Corporate Archive Policy version 2.0	Original signed papers should be transferred to Library

General records disposal schedule (last updated 14 November 2008) version 4.0 records covering the administrative records which business units create or use to support their business functions

Disposal class number	Function	Activity	Record type/sub-type	Medium/format/storage location	Recommended disposal	Statutory retention requirement or best practice	Notes
2.2		Maintaining proceedings of joint committees	Agenda, minutes and papers: Where committee secretary is a member of the business unit Where committee secretary belongs to another organisation or unit	Electronic; group folder May hold signed hard copies	Transfer to TLS Library, Chancery Lane Destroy when no longer needed	Corporate Archive Policy version 2.0	Originals held elsewhere
2.3		Maintaining proceedings of directorate or departmental meetings	Agenda, minutes and papers	Electronic; group folder	Destroy when no longer needed e.g. after 1 year		
2.4		Maintaining information copies of board, committee and working party proceedings	Agenda, minutes and papers not generated by the business unit	Electronic; group folder	Destroy when reference ceases		Originals held elsewhere

General records disposal schedule (last updated 14 November 2008) version 4.0 records covering the administrative records which business units create or use to support their business functions

Disposal class number	Function	Activity	Record type/ sub-type	Medium/format/ storage location	Recommended disposal	Statutory retention requirement or best practice	Notes
3.	Contacts management						
3.1		Maintaining names and addresses of contacts used by the unit	Contacts database Address books Distribution lists	Electronic; group folder May also hold in hard copy	Destroy all formats as superseded or when no longer needed	Personal data e.g. individuals' contact details must be up to date, stored securely and destroyed when no longer needed to conform to the Data Protection Act 1998	
4.	Document and records management						

General records disposal schedule (last updated 14 November 2008) version 4.0 records covering the administrative records which business units create or use to support their business functions

Disposal class number	Function	Activity	Record type/sub-type	Medium/format/storage location	Recommended disposal	Statutory retention requirement or best practice	Notes
4.1		Managing the unit's group folders	Filing guidelines Group folder structure Lists of folder/sub-folder owners Log of access permissions to folders Requests for access to folders	Electronic; group folder	Destroy as superseded Destroy once access added to log		
4.2		Managing the unit's e-mails	E-mail filing guidelines E-mail deletion guidelines Monthly mailbox statistics	Electronic; group folder	Destroy as superseded		

General records disposal schedule (last updated 14 November 2008) version 4.0 records covering the administrative records which business units create or use to support their business functions

Disposal class number	Function	Activity	Record type/sub-type	Medium/format/storage location	Recommended disposal	Statutory retention requirement or best practice	Notes
4.3		Managing working papers	Drafts Rough notes	Electronic; group folder	Destroy once final document has been approved/agreed/published unless required to support an official document as evidence*		*Where this is the case refer to business unit's specific disposal schedule
4.4		Managing document version control	Draft versions Superseded versions Approved versions	Electronic; group folder	Destroy once final version approved Destroy once revised version approved unless there is a legal requirement to produce for evidential purposes* Refer to business unit's specific disposal schedule	Refer to Version control for detailed advice	*Where this is the case refer to business unit's specific disposal schedule

General records disposal schedule (last updated 14 November 2008) version 4.0 records covering the administrative records which business units create or use to support their business functions

Disposal class number	Function	Activity	Record type/sub-type	Medium/format/storage location	Recommended disposal	Statutory retention requirement or best practice	Notes
4.5		Managing duplicate documents	Day files "CC" and "FYI" documents and e-mails Snapshots, printouts or extracts from databases	Electronic; group folder May also hold in hard copy	Destroy all formats when no longer needed e.g. after 1 year		
4.6		Managing reference or information material which originates from outside the unit	External publications Documentation collected from other business units	Electronic; group folder May also hold in hard copy	Review regularly (e.g. once a year) to determine whether reference need still exists; destroy all formats when no longer needed		Originals held elsewhere Shared folders should be set up with other business units or SRA Information Resource utilised to prevent material being held in multiple locations and formats

General records disposal schedule (last updated 14 November 2008) version 4.0 records covering the administrative records which business units create or use to support their business functions

Disposal class number	Function	Activity	Record type/sub-type	Medium/format/storage location	Recommended disposal	Statutory retention requirement or best practice	Notes
4.7		Managing reference or information material which originates from inside the unit	Documents no longer needed for business purposes which are assessed as having secondary value as best practice models or for training purposes	Electronic; group folder May also hold in hard copy	Review regularly (e.g. once a year) to determine whether reference need still exists; destroy all formats when secondary reference value ceases		A log should be kept of any such records held for secondary reference value once business need has expired to comply with disclosure requests (e.g. DPA, FoI, Court Production Orders)

General records disposal schedule (last updated 14 November 2008) version 4.0 records covering the administrative records which business units create or use to support their business functions

Disposal class number	Function	Activity	Record type/ sub-type	Medium/format/ storage location	Recommended disposal	Statutory retention requirement or best practice	Notes
4.8		Managing the storage of the unit's legal documents	<p>Contracts</p> <p>Agreements, including service level agreements with external organisations</p> <p>Change control notes & other contract variations</p> <p>Deeds</p> <p>Leases</p> <p>Memoranda of understanding</p> <p>Signed copies of any secondary legislation</p>	<p>Electronic; group folder</p> <p>May also hold in hard copy</p>	<p>Send original to TLS Legal Services for secure storage; retain local copies for as long as needed then destroy all formats</p>	<p>Storage of Legal Documents: Lodging Documents Policy</p>	<p>Legal Services will hold for required legal retention period</p>

General records disposal schedule (last updated 14 November 2008) version 4.0 records covering the administrative records which business units create or use to support their business functions

Disposal class number	Function	Activity	Record type/sub-type	Medium/format/storage location	Recommended disposal	Statutory retention requirement or best practice	Notes
4.9		Determining retention periods for the unit's records	Documentation on unit's disposal policy Records disposal schedules	Electronic; group folder	Destroy 10 years after file closed Destroy as superseded	National Archives disposal guidelines: information management records	Official record held by SRA Records Manager
4.10		Transferring inactive records to Midlands archive store	Records transfer forms	Hard copy	Destroy 5 years after transfer date		Log of transfers held by F&P
4.11		Requesting records from Midlands archive store	Records requests forms	Electronic: group folder or mailbox	Destroy 1 month after record returned to Midlands store		Log of requests held by F&P
4.12		Authorising destruction of records held in Midlands archive store	Destruction authorisation lists Logs, lists or databases of records destroyed	Electronic; group folder	Destroy 2 years after action		Log of destruction from 2004 held by F&P

General records disposal schedule (last updated 14 November 2008) version 4.0 records covering the administrative records which business units create or use to support their business functions

Disposal class number	Function	Activity	Record type/ sub-type	Medium/format/ storage location	Recommended disposal	Statutory retention requirement or best practice	Notes
4.13		Transferring inactive records to external commercial storage	Records transfer lists	May be either electronic or hard copy depending on company procedure	Destroy 2 years after records listed destroyed	National Archives disposal guidelines: information management records	
4.14		Requesting records from external commercial storage	Records requests	May be either electronic or hard copy depending on company procedure	Destroy 2 years after record returned to store or after date of request if record retained by business unit	National Archives disposal guidelines: information management records	
4.15		Authorising destruction of records held in external commercial storage	Destruction authorisation lists Logs, lists or databases of records destroyed	May be either electronic or hard copy depending on company procedure	Destroy 10 years after file closed Retain permanently	National Archives disposal guidelines: information management records	
4.16		Managing the transfer of records of permanent value to TLS Library, Chancery Lane	Logs, lists or databases of records transferred	Electronic: group folder	Destroy 5 years after transfer date	National Archives disposal guidelines: information management records	

General records disposal schedule (last updated 14 November 2008) version 4.0 records covering the administrative records which business units create or use to support their business functions

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4.17		Providing document and records management advice for new starters	Document management checklist for starters	Electronic: group folder	Destroy 6 months after action completed		
4.18		Managing the disposal of leavers' records	Business continuity checklist for leavers	Electronic: group folder	Destroy once all records disposed of appropriately		
5.	Employee management documentation						
5.1		Documenting the selection of individual employees	Application form c.v. Interview report form Selection test File notes	Electronic: group folder May also hold in hard copy	Destroy all formats once candidate rejected or employee in post	Personnel records should not be held locally for longer than necessary to ensure compliance with the Data Protection Act 1998	All formal documentation held by Group HRD

General records disposal schedule (last updated 14 November 2008) version 4.0 records covering the administrative records which business units create or use to support their business functions

Disposal class number	Function	Activity	Record type/sub-type	Medium/format/storage location	Recommended disposal	Statutory retention requirement or best practice	Notes
5.2		Documenting the appointment of individual employees	Contract of employment Probationary review/confirmation of appointment	Electronic: group folder May also hold in hard copy	Destroy once employee in post	Personnel records should not be held locally for longer than necessary to ensure compliance with the Data Protection Act 1998	All formal documentation held by Group HRD
5.3		Managing starter documentation	Induction checklist New starter form Mobile phone received form	Electronic: group folder May also hold in hard copy	Destroy all formats once induction completed Line manager to forward to IT Forward to IT		Official record held by Group IT Official record held by Group IT

General records disposal schedule (last updated 14 November 2008) version 4.0 records covering the administrative records which business units create or use to support their business functions

Disposal class number	Function	Activity	Record type/ sub-type	Medium/format/ storage location	Recommended disposal	Statutory retention requirement or best practice	Notes
5.4		Managing performance documentation	<p>Current appraisal document</p> <p>Objectives setting documentation</p> <p>Notes of one-to-one conversations</p>	<p>Electronic: group folder</p> <p>May also hold in hard copy</p>	<p>Line manager to forward to HRD; destroy local copies in all formats as superseded</p> <p>Destroy all formats as superseded</p> <p>Destroy all formats as convenient</p>	<p>No other personnel documentation should be held locally to ensure compliance with the Data Protection Act 1998</p>	<p>Formal appraisal record held by Group HRD</p>

General records disposal schedule (last updated 14 November 2008) version 4.0 records covering the administrative records which business units create or use to support their business functions

Disposal class number	Function	Activity	Record type/ sub-type	Medium/format/ storage location	Recommended disposal	Statutory retention requirement or best practice	Notes
5.5		Maintaining training details	<p>Internal training attended which has been organised by Group HRD or another business unit</p> <p>Bespoke training attended which has been organised by the unit</p> <p>External training courses attended</p> <p>CPD points</p>	<p>Electronic: group folder</p> <p>May also hold in hard copy</p>	Line manager should destroy individual's training documentation in all formats on termination of employment		<p>Official record of internal training held by Group HRD and on YOURSELF</p> <p>Line manager may hold details of courses attended</p> <p>Record should be held by individual; Group HRD also holds lists of attendees at courses where CPD points are awarded</p>

General records disposal schedule (last updated 14 November 2008) version 4.0 records covering the administrative records which business units create or use to support their business functions

Disposal class number	Function	Activity	Record type/sub-type	Medium/format/storage location	Recommended disposal	Statutory retention requirement or best practice	Notes
5.6		Maintaining financial details	Salary details Pension details Benefits details	Electronic or hard copy	Any documentation should go directly to HRD Destroy any duplicates in all formats once record sent to HRD	Should <i>not</i> be held locally to ensure compliance with the Data Protection Act 1998	Official record held by Group HRD
5.7		Managing time recording for payment purposes	Timesheets	Electronic: group folder May also hold in hard copy	Line manager to send to Finance Destroy local copies in all formats as convenient		Official record held by Group Finance
5.8		Authorising employee's subscriptions to professional bodies	Authorisations Invoices	Electronic: group folder May also hold in hard copy	Line manager to send to Finance Destroy local copies in all formats as convenient		Official record held by Group Finance

General records disposal schedule (last updated 14 November 2008) version 4.0 records covering the administrative records which business units create or use to support their business functions

Disposal class number	Function	Activity	Record type/sub-type	Medium/format/storage location	Recommended disposal	Statutory retention requirement or best practice	Notes
5.9		Maintaining absence/sickness /medical details	Absence record Record of medical appointments Record of discretionary decisions Medical certificates	Electronic or hard copy	Line manager to send to HRD Destroy any duplicates in all formats once record sent to HRD	Should <i>not</i> be held locally to ensure compliance with the Data Protection Act 1998	Official record held by Group HRD
5.10		Documenting disciplinary/ capability issues	Warnings Any other documentation	Electronic or hard copy	Any documentation should go directly to HRD Destroy any duplicates in all formats once record sent to HRD	Disciplinary records should not be held locally to ensure compliance with the Data Protection Act 1998	Official record held by Group HRD

General records disposal schedule (last updated 14 November 2008) version 4.0 records covering the administrative records which business units create or use to support their business functions

Disposal class number	Function	Activity	Record type/sub-type	Medium/format/storage location	Recommended disposal	Statutory retention requirement or best practice	Notes
5.11		Managing leavers' documentation	Leavers' forms	Electronic: group folder May also hold in hard copy	Line manager to forward to IT Destroy local copies in all formats as convenient		Official record held by Group IT
6.	Enquiries handling						
6.1		Managing routine requests for standard information	E-mail, fax or written requests for stock information e.g. travel directions, staff contacts Providing general advice on functions or services	Electronic: group folder May also hold in hard copy	Destroy all formats as convenient		May be useful to retain some advice as templates for re-use

General records disposal schedule (last updated 14 November 2008) version 4.0 records covering the administrative records which business units create or use to support their business functions

Disposal class number	Function	Activity	Record type/ sub-type	Medium/format/ storage location	Recommended disposal	Statutory retention requirement or best practice	Notes
6.2		Handling written enquiries on specific business matters	E-mail or faxed enquiries Letters of enquiry	Electronic: group folder May also hold in hard copy	Destroy all formats 6 months after enquiry dealt with unless enquiry forms part of a record of ongoing business operations, in which case refer to specific records disposal schedule for the unit		Records in e-mail format which form part of an ongoing business operation should be moved into the relevant group storage area

General records disposal schedule (last updated 14 November 2008) version 4.0 records covering the administrative records which business units create or use to support their business functions

Disposal class number	Function	Activity	Record type/ sub-type	Medium/format/ storage location	Recommended disposal	Statutory retention requirement or best practice	Notes
6.3		Handling telephone enquiries	Call recordings File notes	Electronic: group folder May also hold in hard copy	Destroy in line with business unit's policy on purpose of recording calls (refer to specific records disposal schedule for the unit) Destroy all formats 6 months after enquiry dealt with unless note forms part of a record ongoing business operations, in which case refer to specific records disposal schedule for the unit	Destruction should be carried out as soon as purpose of recording has been achieved to ensure compliance with the Data Protection Act 1998	

General records disposal schedule (last updated 14 November 2008) version 4.0 records covering the administrative records which business units create or use to support their business functions

Disposal class number	Function	Activity	Record type/ sub-type	Medium/format/ storage location	Recommended disposal	Statutory retention requirement or best practice	Notes
6.4		Logging enquiries	Database or log of enquirers	Electronic: group folder	Destroy individual entries after 6 months, unless enquiry has formed part of an ongoing business operation, in which case refer to specific records disposal schedule for the unit	Personal data must be up to date, stored securely and destroyed when no longer needed to conform to the Data Protection Act 1998	
6.5		Collating details of enquiries	Statistics	Electronic: group folder	Destroy once information collated		
7.	Information compliance liaison						

General records disposal schedule (last updated 14 November 2008) version 4.0 records covering the administrative records which business units create or use to support their business functions

Disposal class number	Function	Activity	Record type/sub-type	Medium/format/storage location	Recommended disposal	Statutory retention requirement or best practice	Notes
7.1		Liaising with Information Compliance Manager and documenting subject access requests under the Data Protection Act 1998	Subject access requests and related correspondence Notes on information provided in response	Electronic: group folder May also be in held in hard copy	Destroy all formats 3 months after case closed Where documentation is added to local records e.g. to case files, refer to specific records disposal schedule for the unit	To allow for appeals	Official record held by TLS Information Compliance

General records disposal schedule (last updated 14 November 2008) version 4.0 records covering the administrative records which business units create or use to support their business functions

Disposal class number	Function	Activity	Record type/ sub-type	Medium/format/ storage location	Recommended disposal	Statutory retention requirement or best practice	Notes
7.2		Liaising with Information Compliance Manager and documenting Freedom of Information requests which have been referred to Information Compliance	FOI requests and related correspondence Notes on information provided in response	Electronic: group folder May also be in held in hard copy	Where request has been forwarded to Information Compliance destroy local documentation in all formats 3 months after case closed Where documentation is added to local records e.g. to case files, or where unit has dealt with the request as business as usual, refer to specific records disposal schedule for the unit	To allow for appeals	Official record held by TLS Information Compliance

General records disposal schedule (last updated 14 November 2008) version 4.0 records covering the administrative records which business units create or use to support their business functions

Disposal class number	Function	Activity	Record type/ sub-type	Medium/format/ storage location	Recommended disposal	Statutory retention requirement or best practice	Notes
8.	Office management						
8.1		Maintaining internal procedures and operational guidelines	Internal guidelines Internal procedure manuals Internal process documentation Forms and templates	Electronic: group folder May also be in held in hard copy	Destroy all formats as superseded		
8.2		Maintaining housekeeping documentation	Day files Office diaries	Electronic: group folder May also be in held in hard copy	Destroy all formats when no longer needed or as superseded		
8.3		Managing transmission documents which accompany messages but do not add any value to them	Fax cover sheets Compliments slips Routing slips	Hard copy	Destroy as convenient		

General records disposal schedule (last updated 14 November 2008) version 4.0 records covering the administrative records which business units create or use to support their business functions

Disposal class number	Function	Activity	Record type/sub-type	Medium/format/storage location	Recommended disposal	Statutory retention requirement or best practice	Notes
8.4		Maintaining routine arrangements for meetings	Announcements and notices of meetings Notification of acceptance or apologies	Electronic: group folder	Destroy as convenient		
8.5		Managing requests for and confirmation of reservations for internal services	Room bookings Catering requests	Electronic: group folder	Destroy as convenient		Official record held by F&P
8.6		Managing requests for, and confirming, reservations with third parties	Travel Accommodation Restaurants Taxis	Electronic: group folder May also be held in hard copy	Destroy all formats once invoice has been received/ purchasing card statement confirmed		Original invoices are sent to Group Finance
8.7		Managing requests for documents to be printed	Print request forms	Electronic: group folder	Destroy as convenient		Official record held by F&P

General records disposal schedule (last updated 14 November 2008) version 4.0 records covering the administrative records which business units create or use to support their business functions

Disposal class number	Function	Activity	Record type/ sub-type	Medium/format/ storage location	Recommended disposal	Statutory retention requirement or best practice	Notes
8.8		Documenting supplier set-up applications	Applications forms	Electronic: group folder	Destroy as convenient		Official record held by F&P
8.9		Ordering stationery	Invoices Packing slips	Electronic: group folder May also be held in hard copy	Destroy once invoice has been received and checked		Original invoices are sent to Group Finance
8.10		Reporting on health & safety	Health and safety check lists Accident reports	Electronic: group folder May also be held in hard copy	Forward to F&P; destroy local copies in all formats as convenient		Original held by F&P
9.	Policy/strategy planning and creation						
9.1		Documenting strategic goals, policies and objectives	Strategic plan Strategic policy Business plan	Electronic: group folder	Forward original to CEO's office; destroy local documentation as superseded		Official record held by CEO

General records disposal schedule (last updated 14 November 2008) version 4.0 records covering the administrative records which business units create or use to support their business functions							
Disposal class number	Function	Activity	Record type/sub-type	Medium/format/storage location	Recommended disposal	Statutory retention requirement or best practice	Notes
9.2		Monitoring or reviewing the quality, efficiency or performance of the business unit in relation to its strategic goals and objectives	Performance measurement indicators	Electronic: group folder	Forward original to CEO's Office; destroy local documentation as superseded		Official record held by CEO
9.3		Preparing strategic papers for submission to the SRA Board	Papers prepared for the Board	Electronic: group folder	Forward original to CEO's Office; destroy local documentation as superseded		Official record held by CEO
9.4		Creation of corporate business policies which are mandatory for the SRA	SRA policies e.g. anti-fraud and corruption policy	Electronic: group folder	Transfer one copy of each updated policy to TLS Library, Chancery Lane; destroy local copies and working papers as superseded	Corporate Archive Policy version 2.0	

General records disposal schedule (last updated 14 November 2008) version 4.0 records covering the administrative records which business units create or use to support their business functions

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9.6		Monitoring the allocation of services to customers for planning purposes	Time recording logs	Electronic: group folder	Destroy once relevant statistics compiled		
9.7		Assessing how policies and practice impact on particular groups	Equality impact assessments	Electronic: group folder	Forward to Policy (Inclusion); destroy local documentation as convenient		
10.	Project documentation management						

General records disposal schedule (last updated 14 November 2008) version 4.0 records covering the administrative records which business units create or use to support their business functions

Disposal class number	Function	Activity	Record type/ sub-type	Medium/format/ storage location	Recommended disposal	Statutory retention requirement or best practice	Notes
10.1		Managing documentation where project management is led by business unit	Project initiation documents Project planning and related documentation Project meetings Project reports Project review/lessons learnt Working papers and drafts	Electronic: group folder	Review 5 years after completion of project Destroy 5 years after completion of project Destroy 5 years after completion of project Destroy 5 years after completion of project Review 5 years after completion of project Destroy on completion of project	In line with recommendations for records of projects led by Group IT Services	Records for review should be assessed for ongoing re-use/reference value and destroyed or retained accordingly

General records disposal schedule (last updated 14 November 2008) version 4.0 records covering the administrative records which business units create or use to support their business functions

Disposal class number	Function	Activity	Record type/sub-type	Medium/format/storage location	Recommended disposal	Statutory retention requirement or best practice	Notes
10.2		Managing documentation where project management is led by another business unit e.g. Change Programme, Group IT, F&P	Papers and reports	Electronic: group folder	Destroy when reference ceases e.g. 1 year after project terminates		Official record held elsewhere
11.	Publications management						
11.1		Managing approved documents for publication on Insight, the web, Outlook or in hard copy	Policies Guidelines Reports Updates All staff e-mails	Electronic: group folder May also be held in hard copy	Refer to business unit's individual records disposal schedule to dispose of published material	Some (but not all) published material will be covered by the Corporate Archive Policy version 2.0	One copy of all approved policies and priced publications should be forwarded to TLS Library

General records disposal schedule (last updated 14 November 2008) version 4.0 records covering the administrative records which business units create or use to support their business functions

Disposal class number	Function	Activity	Record type/sub-type	Medium/format/storage location	Recommended disposal	Statutory retention requirement or best practice	Notes
11.2		Managing working papers	Draft versions Proof copies Spare copies	Electronic: group folder May also be held in hard copy	Destroy once material is published Destroy once material is published Destroy when no longer needed		
12.	Risk management						
12.1		Identifying, assessing and reviewing business risk	Risk register Risk assessment reports	Electronic: group folder	Forward to SRA Risk Manager; destroy local documentation as superseded		Corporate risk register held by Policy & Communications
13.	Team management						
13.1		Planning the team's activities	Team plan	Electronic: group folder	Destroy 2 years after creation		
13.2		Managing team training documentation	Internal courses External training details	Electronic: group folder	Destroy as convenient e.g. after 1 year		

General records disposal schedule (last updated 14 November 2008) version 4.0 records covering the administrative records which business units create or use to support their business functions

Disposal class number	Function	Activity	Record type/sub-type	Medium/format/storage location	Recommended disposal	Statutory retention requirement or best practice	Notes
13.3		Managing training materials created by the unit	Presentations		Destroy as superseded		
13.4		Managing proceedings of local group meetings	Team leaders' meetings Team meetings	Electronic: group folder	Destroy when no longer needed e.g. after 1 year		
14.	Workforce planning						
14.1		Defining workforce requirements and evaluating employment options	Staffing plans	Electronic: group folder	Destroy as superseded		Official record held by Group HRD
14.2		Planning promotions and management succession	Management succession plan Major restructuring documents	Electronic: group folder	Destroy as superseded		Official record held by Group HRD
14.3		Evaluating job requirements and objectives	Job descriptions	Electronic: group folder	Destroy as superseded		Official record held by Group HRD

General records disposal schedule: index

Note: major category headings are in **bold**

Item	Section
A	
Absence records	5.9
Access requests	4.1
Access permissions	4.1
Accident reports	8.10
Accommodation	8.6
Accounts management	1
Accruals	1.3
Address books	3.1
Advice	6.1
Agenda	2.1- 2.4
Agreements	4.8
<ul style="list-style-type: none"> • See also Service level agreements 	
Apologies	8.4
Application forms	
<ul style="list-style-type: none"> • Employee 	5.1
<ul style="list-style-type: none"> • Supplier set-up 	8.8
Appraisals	5.4
Archives	4.16
<ul style="list-style-type: none"> • Midlands archive store 	4.10-4.12
<ul style="list-style-type: none"> • TLS Library, Chancery Lane 	4.16
Assessments: risk	12.1
Assets disposal	1.9
Authorisations	

Item	Section
• Payments	5.8
• Records destruction	4.15-4.15
B	
Benefits	5.6
Board, committee, working group and working party documentation management	2.
Budgets	1.1-1.2
Business continuity checklist	4.18
Business plan	9.1
C	
Catering requests	8.5
Change control notes	4.8
Committees see Board, committee, working group and working party documentation management	
Commercial records storage	4.13-4.15
Compliance see Information Compliance	
Compliments slips	8.3
Contacts management	3.
Continuing professional development	5.5
Contracts	
• Employment	5.2
• General	4.8
Corporate boards and committees see Board, committee, working group and working party documentation management	
Courses	5.5; 13.2
Midlands archive store	4.10-4.12
CPD see Continuing professional development	
C.v.s	5.1

Item	Section
D	
Databases	
• Contacts	3.1
• Printouts	4.5
• Records destroyed	4.12; 4.15
• Records sent to Corporate Archives	4.16
Data Protection Act	7.1
Day files	4.5; 8.2
Deeds	4.8
Diaries	8.2
Disciplinary records	5.10
Distribution lists	3.1
Document and records management	4.
Document printing requests	8.7
Draft documents	
• Minutes	2.1
• Project papers	10.1
• Publications	11.2
• Versions	4.4
• Working drafts	4.3
Duplicate documents	4.5
E	
E-mail	
• All-staff	11.1
• Deletion	4.2
• Enquiries	6.1-6.2
• Guidelines	4.2

Item	Section
• Publishing of	11.1
Employee documentation management	5.
Enquiries handling	6.
• <i>See also</i> Information compliance	
Equality impact assessments	9.7
Expenditure	1.7-1.8
Expenses	1.5
External training	
• Course attendance	5.5
• Course details	13.2
• Expenditure	1.7
F	
Faxes	
• Cover sheets	8.3
• Enquiries	6.1-6.2
File notes	
• Employee performance	5.4
• Employee selection	5.1
• Telephone conversations	6.3
Filing guidelines	4.1-4.2
Finance: see Accounts management	
• <i>See also</i> Employees' financial details	5.6
Folders	4.1
Forms	
• Operational/procedures	8.1
• New starter	5.3
• Supplier set-up applications	8.8
Freedom of Information requests	7.2

Item	Section
G	
Group folders	4.1
Guidelines	
• Document management	4.4
• E-mail management	4.2
• Group folder management	4.1
• Procedures	8.1
• Publishing of	11.1
• Versions management	4.4
H	
Health and safety check lists	8.10
Housekeeping	8.2
I	
Induction checklists	5.3
Information compliance	7.
Information material	4.6-4.7
Initial change requests	9.2
Internal guidelines	8.1
Internal procedures	8.1
Interview report forms	5.1
Invoices	
• General	1.4
• Stationery	8.9
• Subscriptions	5.8
JK	
Joint committees	2.2

Item	Section
Job descriptions	14.3
L	
Leases	4.8
Leavers' checklists	4.18; 5.11
Legal documents	4.8
Legislation copies	4.8
Logs:	
• Access permissions	4.1
• Enquiries	6.4
• Expenditure	1.8
• Records destroyed	4.12; 4.15
• Records sent to Corporate Archives	4.16
M	
Management succession plans	14.2
Manuals	8.1
Medical appointments	5.9
Medical certificates	5.9
Meetings:	
• Arrangements	8.4
• Proceedings	2.1-2.4
• Team leaders' meetings	13.4
• Team meetings	13.4
Meetings:	
• Team meetings	13.4
Memoranda of understanding	4.8
Minutes	2.1-2.4
Mobile phones	

Item	Section
• Forms	5.3
• Payments	1.6
NO	
New starter forms	5.3
Objectives setting	5.4
Office management	8.
One-to-one notes	5.4
PQ	
Packing slips	8.9
Payment authorisations	5.8
Pension documentation	5.6
Performance documentation	
• Individual staff	5.4
• Performance measurement indicators	9.3
Petty cash	1.4
Planning	
• Business plan	9.1
• Staffing plan	14.3
• Strategic plan	9.1
Policies:	
• Publishing of	11.1
• <i>See also</i> Policy and strategy planning and creation	
Policy and strategy planning and creation	9
Print requests	8.7
Probationary review	5.2
Procedure manuals	8.1
Process documentation	8.1
Product descriptions	9.5

Item	Section
Project documentation management	10.
Proofs	11.2
Publications management	11.
<ul style="list-style-type: none"> • See <i>also</i> Information material 	
Purchase orders	1.4
Purchasing card statements	1.6
R	
Records:	
<ul style="list-style-type: none"> • Archiving 	4.10-4.16
<ul style="list-style-type: none"> • Destruction authorisations 	4.12; 4.15
<ul style="list-style-type: none"> • Destruction databases or logs 	4.12; 4.15
<ul style="list-style-type: none"> • Disposal schedules 	4.9
<ul style="list-style-type: none"> • Requests 	4.11; 4.14
<ul style="list-style-type: none"> • Storage 	4.10-4.16
<ul style="list-style-type: none"> • Transfer forms 	4.10
<ul style="list-style-type: none"> • Transfer lists 	4.13
Records management see Document and records management	
Remittance advices	1.6
Reference material	4.6-4.7
Register: risk	12.1
Reports	
<ul style="list-style-type: none"> • Financial 	1.2-1.3
<ul style="list-style-type: none"> • Projects 	10.2
<ul style="list-style-type: none"> • Publishing of 	11.1
<ul style="list-style-type: none"> • Risk assessment 	12.1
Restaurant bookings	8.6
Restructuring documents	14.2
Risk management	12

Item	Section
Room bookings	8.5
Routing slips	8.3
S	
Salary details	5.6
Selection tests	5.1
Service level agreements	
• External	4.8
• Internal	9.5
Snapshots	4.5
Sickness	5.9
Staff see Employee documentation management; Team management; Workforce planning	
Statements (purchasing card)	1.6
Starters' checklists	4.17; 5.3
Stationery orders	8.9
Strategic planning see Policy and strategy planning and creation	
Subject access requests	7.1
Subscriptions	5.8
Supplier set-up application forms	8.8
T	
Team management	13.
Team leaders' meetings	13.4
Team meetings	13.4
Telephone recordings	6.3
Templates	8.1
Time recording	
• For payment	5.7
• For forward planning	9.6

Item	Section
Timesheets	5.7
Training	
• Course details	5.5
• Expenditure	1.7
• Materials	13.3
• Presentations	13.3
• Team training	13.2
• See also External training	
Travel:	
• Directions	6.1
• Reservations	8.6
UV	
Version control	4.4
• See also Draft documents; Publications	
WXYZ	
Warnings	5.10
Workforce planning	14.
Working groups see Board, committee, working group and working party documentation management	
Working parties see Board, committee, working group and working party documentation management	
Working papers	4.3
• See also Project documentation management; Publications management	

Business unit: notes

[This section is designed for any notes which users may wish to add]