**Function: Accommodation & Services**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Reference No** | **Class** | **Series** | **Retention Period** | **Relevant Legislation** | **Final Action** |
| 1.1 | Health & Safety | Accidents | 5 years | Business Need | Destroy |
|  |  | Claims | 5 years | Business Need | Destroy |
|  |  | Inspections | 5 years | Business Need | Destroy |
| 1.2 | Meetings |  | 5 years | Business Need | Destroy |
| 1.3 | Policy |  | 5 years | Business Need | Destroy |
| 1.4 | Premises | Contracting | 7 years | Business Need | Destroy |
|  |  | Insurance | 7 years | Business Need | Destroy |
|  |  | Maintenance | 7 years | Business Need | Destroy |
|  |  | Utilities | 7 years | Business Need | Destroy |
| 1.5 | Procedures |  | Until procedures are revised | Business Need | Destroy |
| 1.6 | Projects | Under £100K | 5 years | Business Need | Destroy |
|  |  | Over £100K |  | Business Need | PRONI Appraisal |
| 1.7 | Security |  | 5 years | Business Need | Destroy |
| 1.8 | Supplies & Equipment | Acquisition | 6 years after the asset has been disposed of | Business Need | Destroy |
|  |  | Inventory | 6 years after the last one in the inventory has been disposed of | Business Need | Destroy |
|  |  | Maintenance | 3 years | Business Need | Destroy |
|  |  |  |  |  |  |

**Function: Audit & Accountability**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Reference No** | **Class** | **Series** | **Retention Period** | **Relevant Legislation** | **Final Action** |
| 2.1 | Internal | Advice, Reports, co-ordination | 6 years after formal clearance by Auditor | The National Archives Internal Audit Records Retention Schedule | Destroy |
| 2.2 | External |  | 6 years after formal clearance by Auditor | The National Archives Internal Audit Records Retention Schedule | Destroy |
| 2.3 | Internal Control Statement |  | 7 years | Business Need | Destroy |
| 2.4 | Meetings | Strategic/Senior Management | 5 years | Business Need | PRONI Appraisal |
| 2.5 | Procedures |  | 5 years | Business Need | Destroy |
| 2.6 | Audit Committees |  | 5 years | Business Need | PRONI Appraisal |
|  |  |  |  |  |  |

**Function: Financial Management**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Reference No** | **Class** | **Series** | **Retention Period** | **Relevant Legislation** | **Final Action** |
| 3.1 | Accounting | Invoices, cash sheets, debtors, purchase orders, income and expenditure journals, payments, receipts, VAT records | 6 years following the end of the financial year to which they relate | The Limitation (Northern Ireland) Order 1989 | Destroy |
| 3.2 | Annual Accounts (one set only) |  | 20 years | Business Need | Transfer to PRONI |
| 3.3 | Procurement |  | 7 years | Business Need | Destroy |
| 3.4 | Budget |  | 7 years | Business Need | Destroy |
| 3.5 | Business Cases |  | 7 years | Business Need | Destroy |
| 3.6 | Asset Management |  | 7 years | Business Need | Destroy |
| 3.7 | Funding |  | 6 years following the end of the financial year to which they relate.  | Business Need | Destroy |
| 3.8 | Meetings | Strategic/Senior Management | 5 years | Business Need | PRONI Appraisal |
|  |  | Operational | 5 years | Business Need | Destroy |
| 3.9 | Procedures |  | 5 years | Business Need | Destroy |
| 3.10 | Reporting |  | 5 years | Business Need | Destroy |
| 3.11 | Contract Management |  | 7 years | The Limitation (Northern Ireland) Order 1989 | Destroy |
| 3.12 | Allowances |  | 7 years | Business Need | Destroy |
| 3.13 | Fraud |  | 6 years after the audit where the matter was resolved internally, otherwise 10 years after the action/investigation is completed | Business Need | Destroy |
| 3.14 | Gifts and Hospitality |  | 6 years | DoF guidance on the Acceptance and Provision of Gifts and Hospitality | Destroy |

**Function: Human Resources**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Reference No** | **Class** | **Series** | **Retention Period** | **Relevant Legislation** | **Final Action** |
|  |  |  |  |  |  |
| 4.1 | Employment and career (Employee Record) | Written Particulars of Employment*Contracts of Employment**Changes to terms and conditions, including change of hours letters, Official Secrets Act forms, Oath of Allegiance forms, etc.* | Until Age 100 | The National Archives Records Management Retention Scheduling Employee and Personnel Records | Destroy  |
| Career History*Consolidated record of whole career and location details Inc. Promotion, temporary promotion and/or substitution documentation, transfer documents, training history, recruitment, appointment and/or promotion board selection papers* | Until Age 100 | The National Archives Records Management Retention Scheduling Employee and Personnel Records | Destroy  |
| Change of Address | Until 100 years | The National Archives Records Management Retention Scheduling Employee and Personnel Records | Destroy  |
| Record of Previous Service | Until Age 100 | The National Archives Records Management Retention Scheduling Employee and Personnel Records | Destroy  |
| Qualifications/References | 6 Years after employment has ended | The National Archives Records Management Retention Scheduling Employee and Personnel Records | Destroy  |
| Professional Qualifications (i.e. medical, scientific, technical) | Until age 100 | The National Archives Records Management Retention Scheduling Employee and Personnel Records | Destroy  |
| Appraisal reports/documentation  | 5 years after end of current performance year | The National Archives Records Management Retention Scheduling Employee and Personnel Records Goods Practice Guidance | Destroy  |
| Chief Executive/Directors Annual Reports | Retain permanently in personnel file | The National Archives Records Management Retention Scheduling Employee and Personnel Records Goods Practice Guidance | Retain |
| Annual Leave records | 2 Years after end of current leave year | The National Archives Records Management Retention Scheduling Employee and Personnel Records | Destroy  |
| Job applications successful (following termination of employment) | 3 years following termination of employment | Business Need | Destroy  |
| Unsuccessful recruitment documents including applications, assessment papers | 3 years from closure of competition | Business Need | Destroy  |
| Access NIOriginal information and all copies | Until final decision about the applicants suitability is determined.  This should not exceed 6 months.Access NI will approve the retention of the disclosures for a longer period in exceptional circumstances and where there is a requirement to retain so that the RQIA can have access to fulfil its statutory duties. | Access NI Code of Practice in accordance with section 122(2) of the Police Act 1997 | Destroy |
| Access NI *Record should be kept on the personnel file of:** *The date of the disclosure*
* *The name of the subject of the disclosure*
* *The type of disclosure*
* *The position which the disclosure was applied for*
* *The unique number that was issued by Access NI for that disclosure; and*
* *The recruitment decision taken*
 | Until age 100The records should be signed and dated by a person of significant authority and seniority who could represent the organisation in court | The National Archives – Records Management Retention Scheduling Employee and Personnel Records Good Practice Guidance | Destroy |
| 4.2 | Health(Employee Record) | Health Declaration | Until age 100 | The National Archives Records Management Retention Scheduling Employee and Personnel Records | Destroy  |
| Health Referrals*including Medical reports, correspondence with Occupational Health Service* | Until age 100 | The National Archives Records Management Retention Scheduling Employee and Personnel Records | Destroy  |
| Papers relating to any injury on duty  | Until age 100 | The National Archives Records Management Retention Scheduling Employee and Personnel Records | Destroy  |
| Medical reports of those exposed to a substance hazardous to health | 40 years from date at which last entry was made40 years after last record40 years from date of last entry50 years from date of last entry | *Lead (Control of Lead at Work Regulations 1980)**Asbestos (Control of Asbestos at Work Regulations 1996)**Compressed Air (Work in Compressed Air Regulations 1996)**Radiation (Ionising Radiation Regulations 1985)* | Destroy  |
| Medical/Self Certificates*Unrelated to industrial injury* | 4 years from end of period of sickness to which it relates. | The National Archives Records Management Retention Scheduling Employee and Personnel Records | Destroy |
| Medical / Self Certificates *Related to industrial injury* | Until age 100 | The National Archives Records Management Retention Scheduling Employee and Personnel Records | Destroy |
| 4.3 | Security (Employee Record) |  | 5 years after leaving (if at normal retirement age) or 10 years after leaving (if before normal retirement age) | The National Archives Records Management Retention Scheduling Employee and Personnel Records | Destroy |
| 4.4 | Pay and Pension | Death certificates | Retain copy until age 100 | The National Archives – Employee and Personnel Records Good Practice Guidance (March 2006) | Destroy |
| Decree Absolutes | Retain copy until age 100 | The National Archives – Employee and Personnel Records Good Practice Guidance (March 2006) | Destroy |
| Marriage certificate and documentation relating to civil registration | Retain copy until age 100 | The National Archives – Employee and Personnel Records Good Practice Guidance (March 2006) | Destroy |
| Unpaid leave periods | Until age 100 | The National Archives Records Management Retention Scheduling Employee and Personnel Records | Destroy |
| Statutory sickness/maternity pay calculation and supporting documentation | 6 years plus current financial year | Business Need | Destroy |
| Overpayment documentation | 6 years after repayment or write-off | Business Need | Destroy |
| Personal Payroll history including:* *Record of pay*
* *Performance pay*
* *Overtime pay*
* *Allowances*
* *Pay enhancements*
* *Other taxable allowances*
* *Payment for untaken leave*
* *Reduced pay*
* *No pay*
* *Statutory sickness/maternity leave and pay*
 | Until age 100 | The National Archives – Employee and Personnel Records Good Practice Guidance (March 2006) | Destroy |
| Resignation, termination and/or retirement letters | Until age 100 | The National Archives Records Management Retention Scheduling Employee and Personnel Records | Destroy |
| Complete Sick Absence record | Until age 100 | The National Archives Records Management Retention Scheduling Employee and Personnel Records | Destroy |
| Papers relating to disciplinary action which has resulted in any changes to terms and conditions of service, salary, performance pay or allowances | Until age 100 | The National Archives Records Management Retention Scheduling Employee and Personnel Records | Destroy |
| 4.5 | Sport NI HR | Legislation | 5 years | Business Need | PRONI Appraisal |
| Strategic/Senior Management Meetings | 5 years | Business Need | PRONI Appraisal |
| Operational Meetings | 5 years | Business Need | Destroy |
| Policy | 5 years | Business Need | Destroy |
| Procedures | 5 years | Until procedure has been revised | Destroy |
| Reporting | 5 years | Business Need | Destroy |
| Security | 5 years | Business Need | Destroy |
| Training and Development | 2 years | Business Need | Destroy |
| Equal Opportunity | 5 years | Business Need | Destroy |
| Workforce Planning | 5 years | Business Need | Destroy |
|  |  | Time Sheets | 2 years after the year to which they relate | The National Archives Records Management Retention Scheduling Employee and Personnel Records | Destroy |
|  |  | Job advertisements | 1 year | The National Archives Records Management Retention Scheduling Employee and Personnel Records | Destroy |

**Function: Information & Communication**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Reference No** | **Class** | **Series** | **Retention Period** | **Relevant Legislation** | **Final Action** |
| 5.1 | Committees | Strategic/Senior Management | 5 years | Business Need | Destroy |
| Operational | 5 years | Business Need | Destroy |
| 5.2 | Customer Relations | Including complaints, compliments and customer queries | 3 years | Business Need | Destroy |
| 5.3 | Information Access Requests |  | 3 years | Data Protection Act 2018Freedom of Information Act 2000Environmental Information Regulations 2004 | Destroy |
| 5.4 | Government Liaison | Includes AQs, PQs, briefings | 5 years | Business Need | PRONI Appraisal |
| 5.5 | Marketing and Media | Includes events, exhibitions and fairs, media releases, news cuttings etc. | 5 years | Business Need | Destroy |
|  |  | Press Cuttings (paper) | 1 year | National Archives Records Management Retention Scheduling Press and Public Relations Records | Destroy |
|  |  | Press Cuttings (paper) | 28 days | National Archives Records Management Retention Scheduling Press and Public Relations Records | Destroy |
| 5.6 | Meetings | Strategic/Senior Management | 5 years | Business Need | PRONI Appraisal |
| Operational | 5 years | Business Need | Destroy |
| 5.7 | Procedures |  | Until procedures have been revised | Business Need | Destroy |
| 5.8 | Projects | Under £100k | 5 years | Business Need | Destroy |
| Over £100k | 5 years | Business Need | PRONI Appraisal |
| 5.9 | Publications | Includes brochures, forms, newsletters, corporate identity, presentations etc. | 5 years | Business Need | Destroy |
| Annual Reports | 5 years |  | Transfer to PRONI |
| 5.10 | Record Management | HPRM administration, information audits, registries, etc. | 5 years | Business Need | Destroy |
|  |  | Retention Scheduling, Disposal Lists and Inventories | 5 years | Public Records Act (northern Ireland) 1923 | Permanent Preservation in Sport NI |
| 5.11 | Reporting |  | 5 years | Business Need | Destroy |
| 5.12 | Web management |  | 3 years | Business Need | Destroy |
| 5.13 | Contacts |  | 3 years | Business Need | Destroy |
| 5.14 | Honours |  | 5 years | Business Need | PRONI Appraisal |
| 5.15 | Internal Communication |  | 5 years | Business Need | Destroy |
| 5.16 | Photographic Library |  | 5 years | Business Need | Permanent Preservation in Sport NI |
| 5.17 | Visitors Books |  | 3 years | National Archives Retention Scheduling Press and Public Relations Records | Destroy |
| 5.18 | Close Circuit TV images |  | Retained for 28 days and then permanently erased unless required for evidential purposes | Information Commissioner’s Code of Conduct | Destroy  |
| 5.19 | CEO Diary |  | Review five years following the calendar year to which they relate | Business Need | Destroy |
| 5.20 | Data Sharing agreements |  | 5 years | Business Need | Permanent Preservation in Sport NI |

**Function: Strategic Management**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Reference No** | **Class** | **Series** | **Retention Period** | **Relevant Legislation** | **Final Action** |
| 6.1 | Business Performance |  | 5 years | Business Need | Destroy |
| 6.2 | Business Planning |  | 5 years | Business Need | PRONI Appraisal |
| 6.3 | Meetings | Strategic/Senior Management | 5 years | Business Need | PRONI Appraisal |
|  |  | Board | 20 years | Business Need | Transfer to PRONI |
| 6.4 | Emergency Planning |  | 5 years | Business Need | PRONI Appraisal |
| 6.5 | Equality Promotion & Implementation |  | 5 years | Business Need | PRONI Appraisal |
| 6.6 | Procedures |  | 5 years | Business Need | Destroy |
| 6.7 | Strategic Projects |  | 5 years after project completed or abandoned | Business Need | PRONI Appraisal |
| 6.8 | Reporting |  | 5 years | Business Need | Destroy |
| 6.9 | Risk Management |  | 5 years | Business Need | Destroy |
| 6.10 | Programme |  | 5 years | Business Need | Destroy |

**Function: Technology & Telecommunications**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Reference No** | **Class** | **Series** | **Retention Period** | **Relevant Legislation** | **Final Action** |
| 7.1 | Application & System Support |  | 5 years | Business Need | Destroy |
| 7.2 | Application Development |  | 5 years | Business Need | Destroy |
| 7.3 | Meetings |  | 5 years | Business Need | Destroy |
| 7.4 | Procedures |  | 5 years | Business Need | Destroy |
| 7.5 | Projects | Under £100K | 5 years | Business Need | Destroy |
| Over £100K | 5 years | Business Need | PRONI Appraisal |
| 7.6 | Security |  | 5 years | Business Need | Destroy |
| 7.7 | Systems Management |  | 7 years | Business Need | Destroy |
| 7.8 | ICT Support | Faults reported, application support and action taken to resolve  | 2 years | Business Need | Destroy |

**Function: Sports Development**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Reference No** | **Class** | **Series** | **Retention Period** | **Relevant Legislation** | **Final Action** |
| 8.1 | Programmes | Under £100K | 7 years | Business Need | Destroy |
| Over £100K | 7 years | Business Need | PRONI Appraisal |
| 8.2 | Monitoring |  | 1 year | Business NeedMonitor for 5 years close file and destroy one year after | Destroy |
| 8.3 | Meetings |  | 5 years | Business Need | Destroy |
| 8.4 | Procedures |  | 5 years | Business Need | Destroy |
| 8.5 | Policy |  | 5 years | Business Need | PRONI Appraisal |
| 8.6 | Grants |  | 7 Years | Business Need | Destroy |
| 8.7 | Research |  | 5 years | Business Need | Destroy |
| 8.8 | Courses |  | 5 years  | Business Need | Destroy |
| 8.9 | Athlete Data | Medical | 10 years | Business Need | Destroy |
| Non-medical | 10 years | Business Need | Destroy |
| 8.10 | Sports data |  | 8 years | SINI cover two cycles (each 4 years) | Destroy |
| 8.11 | Courses/Workshops | Safeguarding | 3 years | Business Need | Destroy |
| Coaching/Club Development | 2 year | Business Need | Destroy |
| 8.12 | Awards |  | 1 year | Business Need | Destroy |
| 8.13 | Governance |  | 7 years | Business Need | Destroy |