

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	Business Need	Destroy

			financial year to which they relate.		
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 <i>Contracts of Employment</i> <i>Changes to terms and conditions, including</i>	Until Age 100	The National Archives Records Management Retention Scheduling	Destroy

		<i>change of hours letters, Official Secrets Act forms, Oath of Allegiance forms, etc.</i>		Employee and Personnel Records	
		Career History <i>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</i>	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	Destroy

				Employee and Personnel Records	
		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	3 years following termination of employment	Business Need	Destroy

		termination of employment)			
		Unsuccessful recruitment documents including applications, assessment papers	3 years from closure of competition	Business Need	Destroy
		Access NI Original information and all copies	<p>Until final decision about the applicants suitability is determined. This should not exceed 6 months.</p> <p>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.</p>	Access NI Code of Practice in accordance with section 122(2) of the Police Act 1997	Destroy
		<p>Access NI</p> <p><i>Record should be kept on the personnel file of:</i></p> <ul style="list-style-type: none"> <i>The date of the disclosure</i> 	<p>Until age 100</p> <p>The records should be signed and dated by a person</p>	The National Archives – Records Management Retention	Destroy

		<ul style="list-style-type: none"> • <i>The name of the subject of the disclosure</i> • <i>The type of disclosure</i> • <i>The position which the disclosure was applied for</i> • <i>The unique number that was issued by Access NI for that disclosure; and</i> • <i>The recruitment decision taken</i> 	of significant authority and seniority who could represent the organisation in court	Scheduling Employee and Personnel Records Good Practice Guidance	
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	Destroy

				Employee and Personnel Records	
		Medical reports of those exposed to a substance hazardous to health	40 years from date at which last entry was made 40 years after last record 40 years from date of last entry 50 years from date of last entry	<i>Lead (Control of Lead at Work Regulations 1980)</i> <i>Asbestos (Control of Asbestos at Work Regulations 1996)</i> <i>Compressed Air (Work in Compressed Air Regulations 1996)</i> <i>Radiation (Ionising Radiation Regulations 1985)</i>	Destroy
		Medical/Self Certificates <i>Unrelated to industrial injury</i>	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 <i>Related to industrial injury</i>	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: <ul style="list-style-type: none"> • <i>Record of pay</i> • <i>Performance pay</i> • <i>Overtime pay</i> • <i>Allowances</i> • <i>Pay enhancements</i> • <i>Other taxable allowances</i> • <i>Payment for untaken leave</i> • <i>Reduced pay</i> • <i>No pay</i> • <i>Statutory sickness/maternity leave and pay</i> 	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	Destroy

				Retention Scheduling Employee and Personnel Records	
		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 2018 Freedom of Information Act 2000 Environmental 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 Need Monitor 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