

RETENTION & DISPOSAL SCHEDULE  
SENIOR MANAGEMENT TEAM

SENIOR MANGEMENT TEAM	STORAGE FORMAT:	RETENTION PERIOD:	ACTION:	DATE OF NEXT ACTION	REASON FOR RETENTION:
Committee Minutes – High Level Decisions	Stored in various formats: System, Computer & Paper	Need to be kept throughout contract	Liaise with HC legal department at end of contract	To be discussed with HC re handover at the end of the contract	Public Realm Information
Committee Minutes - general	Stored in various formats: System, Computer & Paper	2 Years	Destroy	Annual Review	Public Realm Information
Contracts relating to Public Realm	Stored in various formats: System, Computer & Paper	Need to be kept throughout contract	Liaise with HC legal department at end of contract	To be discussed with HC re handover at the end of the contract	Public Realm Asset data
Employment Contractual information	Stored in various formats: System, Computer & Paper	Kept as long as required operationally as HR information is maintained by BB portal	Destroy	Annual Review	Public Realm Asset data
Meeting Minutes where relevant to infrastructure	Stored in various formats: Computer & Paper	Need to be kept throughout contract	Liaise with HC legal department at end of contract	To be discussed with HC re handover at the end of the contract	Public Realm Asset data
Meeting Minutes – general day to day operations	Computer & paper	1-2 years dependent on content	Destroy	Annual Review	Public Realm Asset data
Plans and Policies	Computer & paper	Need to be kept while in force	Destroy	Annual Review	Public Realm Asset data
Personnel Records	Stored in various formats: System, Computer & Paper	Kept as long as required operationally as HR information is maintained by BB portal	Destroy	Annual Review	Public Realm Asset data
Miscellaneous Share drive & paper folders – relating to	Computer & paper	6 years minimum	Destroy	Annual Review	Public Realm Asset data

RETENTION & DISPOSAL SCHEDULE  
SENIOR MANAGEMENT TEAM

maintenance of assets					
Miscellaneous Share drive & paper folders – relating to general correspondence i.e. basic one-off enquiries, catalogues etc	Computer & paper	1-2 years dependent on content	Destroy	Annual Review	Public Realm Asset data