

Business Classification Scheme - Level 1 - Function - Business Transition Delivery Team

BCS Level 2 - Activity	BCS Level 3 - Transaction	Record Type	Description of Records	Retention Period	Disposal Action	Rationale	Vital Status	Owner
Portfolio Management Office (PMO)	Portfolio Management	Portfolio Management documentation	Change Programme Update, Priority lists	Review after 5 years	Confidential Destruction	Business Need	Vital	PMO
	Programme Management	Project Management documentation where BTDT is the lead	Mandates, Business Case, Risk Registers, Action Logs, EQIA's,	Review after 5 years	Review for historical value	Business Need	Vital	PMO
		Project Management documentation where BTDT is not the lead	Mandates, Business Case, Risk Registers, Action Logs, EQIA's,	Review after 5 years	Confidential Destruction	Business Need		PMO
Engagement and Outreach	Groups and Committees	Meetings where BTDT is the lead	Agendas, Minutes, Papers where BTDT is the lead body	Review after 5 years	Review for historical value	Business Need	Vital	PMO
		Meetings where BTDT is not the lead	Agendas, Minutes, Papers where BTDT is not the lead body	Review after 5 years	Confidential Destruction	Business Need		PMO
Financial Monitoring and Reporting		Workforce planning	Documentation relating to workforce management, including post numbers and status change forms	DESTROY - after 1 year	Confidential destruction	Business need		Head Of BTDT
Financial Transactions Management	Expenditure	Financial spending documents	Documents relating to financial spending throughout the year	DESTROY - after 2 years	Confidential destruction	Business need		SD
	Invoices	Invoice documents	Documentation relating to and including invoices	DESTROY - after 2 years	Confidential destruction	Business need		SD
	Travel claims	Staff and external representative claim forms	Documents relating to and including copies of travel and subsistence claims	DESTROY - after 1 year	Confidential destruction	Business need		Head of BTDT
		Spreadsheets and supporting documentation	Budget Bids and Settlements	5 years	Confidential Destruction	Business Need	Vital	SD

Engagement with Team	Communications with staff	Weekly updates	Weekly updates on progress within project. Circulated by PMO to BTDT staff.	1 year	Confidential Destruction	Business Need		PMO
		Away Days	Away Day prep and minutes / notes	2 year	Confidential Destruction	Business Need		PMO
		Team Briefings - monthly	Agenda's and Minutes from monthly team briefings	2 year	Confidential Destruction	Business Need		PMO
		Bulletin entries	BTDT Monthly Bulletin entries	1 year	Confidential Destruction	Business Need		PMO
	Personnel Management	Disciplinary records	Staff Disciplinary Records	2 year	Confidential Destruction	Business Need		Head Of BTDT
		Sickness Absence	Monthly Sickness returns, copy absence and return to work forms	1 year	Confidential Destruction	Business Need		Head Of BTDT
		Performance Appraisal	PAR's	2 year	Confidential Destruction	Business Need		Head Of BTDT
		Monthly conversations	Monthly conversation templates completed by line managers	2 yrs	Confidential Destruction	Business Need		Head Of BTDT
Templates	Creation or amendment of templates	Spreadsheet	Retains all administrative records, who requested, who authorised, when new or amended template created, go live date etc	Review after 5 years	Confidential Destruction	Business Need	Vital	PMO
Accident and Incident Reporting	Accident and Incident Log	Reports	Reports of accidents and incidents in SDD rooms	DESTROY - after 1 year	Confidential destruction	Business need		Head Of BTDT
Managing Teams	Team planning	Team responsibilities	Identification of team responsibilities and portfolio allocation	REVIEW - quarterly	Confidential destruction	Business need		Head Of BTDT
Recruitment	Advertising	Adverts	Internal job adverts for vacant posts	DESTROY - after 1 year	Confidential destruction	Business need		Head Of BTDT
		Job Descriptions	Job descriptions and person specifications	DESTROY - after 1 year	Confidential destruction	Business need		Head Of BTDT

	Applications	Feedback reports	Written feedback provided to candidates	DESTROY- on completion of recruitment	Confidential destruction	Business need		Head Of BTDT
	Authorisation and approval	Business Case forms	Completed business cases relating to staff recruitment	DESTROY - after 1 year	Confidential destruction	Business need		Head Of BTDT
Records Management	Physical records management	Records Management database	Database of all paper and electronic files kept in BTDT	REVIEW - quarterly	Retain for operational purposes	Business need	Vital	PMO
		Records Management reviews	Documentation relating to the review of records held in BTDT	REVIEW - quarterly	Retain for operational purposes	Business need	Vital	PMO
	Retention and disposal	Disposals information	Documentation relating to the disposal of BTDT records	REVIEW - quarterly	Retain for operational purposes	Business need	Vital	PMO
		Retention and disposals schedules	Documentation detailing recommended retention periods for records	REVIEW - annually	Retain for operational purposes	Business need		Head Of BTDT
Risk Management	Risk assessment	Risk register	Spreadsheet detailing risks for BTDT and actions to be taken	REVIEW - quarterly, then destroy once superseded	Recycle/delete electronic record	Business need		PMO

Business Classification Scheme - Level 1 - Function - OFFICE SERVICES

BCS Level 2 - Activity	BCS Level 3 - Transaction	Record Type	Description of Records	Retention Period	Disposal Action	Rationale	Vital Status	Owner
Duties	In House Printing	Administrative	IHP Stats - log in of all workload which calculates the amount of	Retain for 3 years and destroy thereafter.	Confidential Destruction	Operational Requirement	Vital	OFS Staff
	In House Printing	Administrative	IHP templates - regular templates used by	Review annually and destroy once	Confidential Destruction	Operational Requirement	Vital	OFS Staff
Desk Instructions	Office Services	Administrative	All desk instructions for all different roles within Office Services Team	Review annually and destroy once <i>superseded</i>	Confidential Destruction	Operational Requirement	Vital	Office Services Manager
Templates	Office Services	Administrative	Templates for printing, address labels etc	Review annually and destroy once <i>superseded</i>	Confidential Destruction	Operational Requirement	Vital	Office Services Manager
Facilities Management	Fire Safety	Administrative	Fire Evac Instructions and fire warden details	Review quarterly and destroy once <i>superseded</i>	Confidential Destruction	Operational Requirement	Vital	Office Services Manager
	Fire Safety	Administrative	Fire Drill reports	Retain for 3 years and destroy thereafter.	Confidential Destruction	Operational Requirement	Vital	
	First Aid	Administrative	First aider list, expiry dates, first aider signs	Review quarterly and destroy once <i>superseded</i>	Confidential Destruction	Operational Requirement	Vital	Office Services Manager
	TV Licence	Administrative	TV Licence renewals for all office (where applicable)	Review annually and destroy once <i>superseded</i>	Confidential Destruction	Operational Requirement	Vital	Office Services Manager
	Cleaning Audits	Administrative	Conduct monthly cleaning audits with area manager (Arthur Mckay)	Retain for 1 year and destroy thereafter.	Confidential Destruction	Operational Requirement	Vital	Office Services Manager
	Excel Vending	Administrative	Templates for claiming money back from vending machines	Review quarterly and destroy once <i>superseded</i>	Confidential Destruction	Operational Requirement	Vital	Office Services Manager
	Small Works Projects	Administrative	Retain paperwork relating to projects to monitor warranty period	Retain for 3 years and destroy thereafter.	Confidential Destruction	Operational Requirement	Vital	Office Services Manager

	Health and Safety	Administrative	Quarterly H&S returns for all offices	Retain for 3 years and destroy thereafter.	Confidential Destruction	Operational Requirement	Vital	Office Services Manager
	CO Maintenance	Administrative	Correspondence relating to maintenance within all offices (Arthur McKay)	Retain for 3 years and destroy thereafter.	Confidential Destruction	Operational Requirement	Vital	Office Services Manager
	Miscellaneous	Administrative	Posters and signage for all offices	Review quarterly and destroy once superceded.	Confidential Destruction	Operational Requirement	Vital	Office Services Manager
Engagement with Team	Office Services	Administrative	Agendas and minutes of team meetings within Office Services	Retain for 1 year and destroy thereafter.	Confidential Destruction	Operational Requirement	Vital	Office Services Manager
Managing Teams	Office Services	Administrative	Leave sheets	Retain for 1 year and destroy thereafter.	Confidential Destruction	Operational Requirement	Vital	Office Services Manager
	Office Services	Administrative	Blank sick forms and PAR forms	Retain for 3 years and destroy thereafter.	Confidential Destruction	Operational Requirement	Vital	Office Services Manager
Miscellaneous	Office Services	Administrative	Photographs of employees for staff ID passes and trainee	Retain for 3 years and destroy thereafter.	Confidential Destruction	Operational Requirement	Vital	Office Services Manager
Printers	Office Services	Administrative	List of all photocopiers and printers within offices	Review annually and destroy once superceded.	Confidential Destruction	Operational Requirement	Vital	Office Services Manager
Security	Office Services	Administrative	Letters to ADT (alarm company) with key holder information and	Review every 6 months and destroy once superceded.	Confidential Destruction	Operational Requirement	Vital	Office Services Manager
	Office Services	Administrative	Review and security incident reports for all offices	Retain for 3 years and destroy thereafter.	Confidential Destruction	Operational Requirement	Vital	Office Services Manager
	Office Services	Administrative	Baseline security audit for all offices	Retain for 5 years and destroy thereafter.	Confidential Destruction	Operational Requirement	Vital	Office Services Manager
	Office Services	Administrative	Production audits for all offices (monthly/quarterly and annual)	Retain for 5 years and destroy thereafter.	Confidential Destruction	Operational Requirement	Vital	Office Services Manager

Duties	NPU	Administrative	All scanned documents placed in Power Retrieve	6 months	Confidential Destruction	Operational Requirement	Vital	Business Services Manager
	NPU	Administrative	log in of all workload which calculates the	Retain for 3 years and destroy thereafter.	Confidential Destruction	Operational Requirement	Vital	BSS Staff
	National Disposals	Administrative	All closed High Court/Sheriff &	As per Departmental Records Mangement	Confidential Destruction or High Court transfer to NRS	Operational Requirement	Vital	BSS Staff

Business Classification Scheme - Level 1 - Function - Local Office Administration						CORPORATE OFFICE		
BCS Level 2 - Activity	BCS Level 3 - Transaction	Record Type	Description of Records	Retention Period	Disposal Action	Rationale	Vital Status	Owner
	Corporate Office	Performance & operational	Audit Scotland - material in connection with their performance audit of the	5 years	Deleted.	Business need		Corporate Office
		Correspondence	General correspondence on range of subjects from the	5 years	Deleted.	Business need		Corporate Office
		Policy	Policy papers and discussion on the structure of Federations	5 years	Deleted. Archive as relates to structure?	Business need		Corporate Office
	Finance	Receipts	Copies of official credit card receipts	In line with Finance retention period	Deleted.	Business need		Corporate Office
		Statistical tables	Records of performance	5 years	Deleted.	Business need		Corporate Office
		Administrative	Applications and correspondence re staff	5 years	Deleted.	Business need		Corporate Office
		Reports and policy	copies of civil service people survey questions and results, together with	5 years	Deleted.	Business need		Corporate Office
		Board Papers	Papers, agendas and minutes of Woman on	7 years	Deleted	Business need		Corporate Office
		Policy	Papers concerning review of governance in COPFS and terms of reference for	7 years	Archive?	Business need		Corporate Office
		Planning	Drafts and contributions to	5 years	Archive?	Business need		
		Audit Reports	Copies of Audit Reports and correspondence thereon	7 years	Deleted.	Business need		Corporate Office
		Commissions and statements of internal control	Copies of Procurator Fiscal commissions and statements of internal	7 years	Deleted	Business need		Corporate Office
		Meeting papers	Papers for Criminal Justice Disability Board meetings	5 Years	Deleted	Business need		Corporate Office

		Reports and	Reports from Inspectorate	5 years	Deleted	Business need		Corporate Office
	Finance	Budget	Budget submissions and materials, details of	5 years	Deleted	Business need		Corporate Office
		Conferences	Bookings for conferences, papers presented by COPFS & papers re conferences	5years	Deleted	Business need		Corporate Office
		Awards	nominations, advice and papers in connection with annual Excellence Award	7 years	Deleted	Business need		Corporate Office
		Contracts	approvals for Non competitive contract	5 years	Deleted	Business need		Corporate Office
		Business Plans	copies of business plans and budget proposals submitted	5 years	Deleted	Business need		Corporate Office
		Complaints	letters and background papers in connection with	5 years	Deleted	Business need		Corporate Office
		Risk management	copies of risk register, action plans and risk interrogation	5 years	Deleted	Business need		Corporate Office
		Administrative	Miscellaneous papers re operation of Corporate	3 Years	Deleted	Business need		Corporate Office
Personnel matters				5				
		Personal details	Details of employment history of Advocate	7 years	Deleted	Business need		Corporate Office
		Recruitment	Internal advertisements for	5 Years	Deleted	Business need		Corporate Office
		Contracts	SCS staff contracts	5 Years	Deleted	Business need		Corporate Office
		Recruitment	Appointment letters and appraisal forms for Non-	5 Years	Deleted	Business need		Corporate Office
		Appraisal forms	Appraisal forms for senior	5 years	Deleted	Business need		Corporate Office
		Nominations forms and	nominations forms for hounours, minutes of	7 years	Deleted	Business need		Corporate Office

		Register of interests	Guidance and material on register of interests and	7 years	Deleted	Business need		Corporate Office
		Tables	Tables showing staff in post in Corporate Office	5 Years	Deleted	Business need		Corporate Office
Meetings								
	Governance	Agendas, minutes & papers	Agenda , minutes and papers for Audit & Risk	5 years	Archive?	Business need		Corporate Office
		Agendas, minutes & papers	Agenda , minutes and papers for meetings with	5 years	Archive?	Business need		Corporate Office
	Governance	Agendas, minutes & papers	Papers etc for meetings with Law Officers and Law	5 years	Archive?	Business need		Corporate Office
		notes of meetings	Records of monthly conversations with senior	5 years	Deleted	Business need		Corporate Office
		Briefings and presentations	Material used in office visits by Crown Agent	5 years	Deleted	Business need		Corporate Office
		agendas, minutes & papers	agendas, minutes and papers for meetings with	5 years	Deleted	Business need		Corporate Office
		Agendas and papers	Agendas, papers and presentations for Senior	5 years	Deleted	Business need		Corporate Office
	Governance	Agendas, minutes & papers	Agenda , minutes and papers for Executive Board Resources Committee, Business Improvement Committee and Operational	Retain Executive Board papers. Dispose of others after 5 years	Transfer to National Archives	Business need		Corporate Office
	Governance	Agendas, minutes and papers	Agendas, minutes and papers of Business Services Delivery Group, Finance Management Group Risk Management Group, Human Resources Group, Information Systems Group,	5 Years	Deleted	Business need		Corporate Office

		Historic papers	papers and policy advice re creation of Inspectorate of Prosecution, IAP presentation, old strategic	Review and dispose of if over 5 years old	Deleted	Business need		Corporate Office

Business Classification Scheme - Finance Division

BCS Level 2 - Activity	BCS Level 3 - Transaction	Record Type	Description of Records	Retention Period	Disposal Action	Rationale	Vital Status	Owner
Expenditure	Expenditure	Supplies and services	Duly authorised supplier invoices	Destroy after 7 years	Confidential destruction	Business need	VITAL for 2 years after financial year end	Finance
		Witness expense claims	Citation and evidence of amounts claimed	Destroy after 7 years	Confidential destruction	Business need	VITAL for 2 years after financial year end	Finance
		Staff expense claims	Authorised claim form and receipts where appropriate	Destroy after 7 years	Confidential destruction	Business need	VITAL for 2 years after financial year end	Finance
Banking	Banking	Banking transactions	Bank statements, unpresented cheques, bank correspondence	Destroy after 7 years	Confidential destruction	Business need	VITAL for 2 years after financial year end	Finance
		BACS authorisations	Batch control records, payment listings and BACS reports	Destroy after 7 years	Confidential destruction	Business need	VITAL for 2 years after financial year end	Finance
		Direct credits/Income received	Evidence to support monies received, emails, remittances	Destroy after 7 years	Confidential destruction	Business need	VITAL for 2 years after financial year end	Finance
		Direct Debits	deduction of funds from bank account, e.g. invoices, payment agreements	Destroy after 7 years	Confidential destruction	Business need	VITAL for 2 years after financial year end	Finance
		Credit Cards	Statements, receipts where appropriate, correspondence	Destroy after 7 years	Confidential destruction	Business need	VITAL for 2 years after financial year end	Finance
		Charges	Bank statements/invoices	Destroy after 7 years	Confidential destruction	Business need	VITAL for 2 years after financial year end	Finance
Cash Management	Cash Management	Cash Returns	E2 cash reconciliation returns and receipts from offices	Destroy after 7 years	Confidential destruction	Business need	VITAL for 2 years after financial year end	Finance

Recharges	Recharges	Calculations/recharge requests	Spreadsheets/emails, recharge rationale	Destroy after 7 years	Confidential destruction	Business need	VITAL for 2 years after financial year end	Finance
Assets	Assets	Invoices	Invoices from suppliers, new asset addition forms where appropriate	Destroy after 7 years	Confidential destruction	Business need	VITAL for 4 years after financial year end	Finance
		Disposal of Assets	Request for disposal, receipts for income, where appropriate	Destroy after 7 years	Confidential destruction	Business need	VITAL for 2 years after financial year end	Finance
Budget Management	Budget Management	Budget Review	proposal for change, publication for Autumn Budget Review (ABR) and Spring Budget Review (SBR)	Destroy after 7 years	Confidential destruction	Business need	VITAL for 2 years after financial year end	Finance
		Budget Bill	Publication of the Bill	Destroy after 10 years	Confidential destruction	SG Guidance	VITAL for 2 years after financial year end	Finance
		Business Planning Round	Submissions and final outturn	Destroy after 7 years	Confidential destruction	Business need	VITAL for 2 years after financial year end	Finance
		Draft Budget	budget requirements for inclusion in SG future budget requirements	Destroy after 7 years	Confidential destruction	Business need	VITAL for 2 years after financial year end	Finance
		Corporate Finance Review	Monitoring meeting reports	Destroy after 7 years	Confidential destruction	Business need	VITAL for 2 years after financial year end	Finance
Annual Accounts	Annual Accounts	Working Papers	Accruals, prepayments, provisions, Asset splits, Contingent liabilities	Destroy after 7 years	Confidential destruction	Business need	VITAL for 2 years after financial year end	Finance
		Returns	Correspondence regarding annual report and statistics	Destroy after 7 years	Confidential destruction	Business need	VITAL for 2 years after financial year end	Finance
		MyCSP	Correspondence and returns	Destroy after 7 years	Confidential destruction	Business need	VITAL for 2 years after financial year end	Finance

		FReM	FReM and checklist	Destroy after 7 years	Confidential destruction	Business need	VITAL for 2 years after financial year end	Finance
		Audit	Correspondence, internal report, annual report, management letter, letter of representation	Destroy after 7 years	Confidential destruction	Business need	VITAL for 2 years after financial year end	Finance
		Financial statements	All drafts	Destroy after 7 years	Confidential destruction	Business need	VITAL for 2 years after financial year end	Finance
		Financial statements	Published Accounts	Do not destroy	N/A	Business need	VITAL for 2 years after financial year end	Finance
		Consolidation to SG Accounts	Consolidation pack and related guidance and correspondence	Destroy after 7 years	Confidential destruction	Business need	VITAL for 2 years after financial year end	Finance
Procurement	Procurement	Contracts	documentation and contracts	Destroy after 7 years	Confidential destruction	Business need	VITAL for 2 years after contract end	Finance/SG
		Contract management	Change requests and controls	Destroy after 7 years	Confidential destruction	Business need	VITAL for 2 years after contract end	Finance /Contract manager
		Service Level Agreements (SLA)	Final SLA	Destroy after 7 years	Confidential destruction	Business need	VITAL for 2 years after contract end	Finance /Contract manager
		Understanding (MOU) and Terms of	Final MOU/TOR	Destroy after 7 years	Confidential destruction	Business need	VITAL for 2 years after contract end	Finance /Contract manager
		Unsuccessful tenders	Unsuccessful tenders, letters of rejection and any other correspondence	Destroy after 1 year	Confidential destruction	Business need	VITAL for 2 years after contract end	Finance/ Contract Manager/ SG
VAT	VAT	VAT returns	Calculations and returns to HMRC	Destroy after 7 years	Confidential destruction	Business need	VITAL for 2 years after contract end	Finance
		Advice	consultants, calculations and adjustments to VAT returns	Destroy after 7 years	Confidential destruction	Business need	VITAL for 2 years after contract end	Finance

FOI	Freedom of Information (FOI)	FOI requests and responses	and reports to back up response, original request and response sent to FOI unit/department	Destroy after 7 years	Confidential destruction	Reference		Finance
Governance	Governance	Signatories	Specimen Signatures	Destroy after 7 years	Confidential destruction	Business need	VITAL for 2 years after financial year end	Finance
		Certificates of Assurance	Divisional Heads Assurance Statements and checklists	Destroy after 7 years	Confidential destruction	Business need	VITAL for 2 years after financial year end	Finance
		Policies	Established and agreed policies	Destroy obsolete when documents are refreshed	Confidential destruction	Business need	VITAL whilst valid	Finance
		Desk Instructions	Desk Notes for staff to refer to in the course of conducting their duties	Destroy obsolete when documents are refreshed	Confidential destruction	Business need	VITAL whilst valid	Finance
		Guidance	Guidance to internal staff	Destroy obsolete when documents are refreshed	Confidential destruction	Business need	VITAL whilst valid	Finance
		Risk Management	Department risk register	Destroy obsolete when documents are refreshed	Confidential destruction	Business need	VITAL whilst valid	Finance
		Business Continuity Plan	Department business continuity plan	Destroy obsolete when documents are refreshed	Confidential destruction	Business need	VITAL whilst valid	Finance
General	General	Forms and templates	Finance forms and templates	Destroy obsolete when documents are refreshed	Confidential destruction	Business need	VITAL whilst valid	Finance

Business Classification Scheme - Level 1 - Function - Health and Safety Team

BCS Level 2 - Activity	BCS Level 3 - Transaction	Record Type	Description of Records	Retention Period	Disposal Action	Rationale	Vital Status	Owner
Monitoring	Accident and Incident Reporting	Accident incident reports	Reports of accidents and incidents for staff and visitors - Evolution accident incident reporting	10 years	Confidential destruction	SI 2013/1471 (s12)	VITAL	Health and Safety Team
	Accident and Incident Reporting	RIDDOR (2013)	Accidents reportable to Health and Safety Executive also on an	10 years	Confidential destruction	SI 2013/1471 (s12)	VITAL	Health and Safety Team
	Auditing and Inspections	Health and Safety audits and quarterly inspections	Electronic checklist to ensure we maintain a safe workplace for all staff as per the Employers duty of care to their employees - 3	10 years	Confidential destruction	Health and Safety at Work etc Act 1974		Health and Safety Team
	Auditing and Inspections	Health and Safety audits and quarterly inspections	Table to monitor and review issues raised during the health and safety audit programme by way of an	10 years	Confidential destruction	Health and Safety at Work etc Act 1974		Health and Safety Team
	Risk Assessment	Risk assessments	New and expectant mothers, Work experience, Working from home, Personal emergency	10 years	Confidential destruction	Management of Health and Safety at Work Regulations 1999.		Health and Safety Team
	Risk Assessment	Risk assessments	Tables created to monitor and review issues raised during the risk	10 years	Confidential destruction	Management of Health and Safety at Work Regulations 1999.		Health and Safety Team
	Occupational Health	Health record - Spreadsheet	Spreadsheet to monitor items recommended and purchased as a result of an	40 years	Confidential destruction	HSE guidance		
Policy and Guidance	Policy Documents	Health and Safety Policy	Electronic copy of Statement of intent, Roles and responsibilities of individuals and arrangements, systems	Permanent	Retain for Business purposes	Health and Safety at Work etc Act 1974		Health and Safety Team
	Publications & Guidance	Health and Safety guidance	Leaflets for information to staff on all matters of	when leaflet is reviewed	Retain for Business	Health and Safety at Work etc Act 1974		Health and Safety Team

Engagement with Others	Attendance at groups or committees	Corporate and local Health and Safety	Electronic copies of committee minutes and agendas	5 Years	Confidential destruction	Safety Representatives and Safety Committees Regulations 1977		Health and Safety Team
Learning and Development	Development online training	Health and Safety Training records	Mandatory E Learning modules	5 Years	Confidential destruction	Health and Safety at Work etc Act 1974		Health and Safety Team

Business Classification Scheme - Level 1 - Function - Human Resources

BCS Level 2 - Activity	BCS Level 3 - Transaction	Record Type	Description of Records	Retention Period	Disposal Action	Rationale	Vital Status	Owner
	Management Information	Ad Hoc Reports from Snowdrop & Business Objects	Reports produced from HR systems when requests received for staffing info	6 months	Confidential Destruction	Business Need		MI Team
		Timesheet Reports	Excel Downloads of overtime etc from pay system	5 years	Confidential Destruction	Business Need		MI Team
		Quarterly Absence Reporting	Quarterly report sent to Cabinet Office on absence figures	3 years	Confidential Destruction	Business Need		MI Team
		Annual staffing surveys	Annual report sent to ONS on staffing figures	5 years	Confidential Destruction	Business Need		MI Team
		Quarterly Staffing reporting	Quarterly report sent to ONS on staffing figures	3 years	Confidential Destruction	Business Need		MI Team
		Union Requests	Ad Hoc requests for staffing information etc from Trade Unions	1 year	Confidential Destruction	Business Need		MI Team
		Quarterly Verifications	Verification of records between HR and Payroll systems	2 years	Confidential Destruction	Business Need		MI Team
		Secondments	Electronic breakdown of costs to invoice OGDs for	1 year plus current financial year	Confidential Destruction	Business Need		MI Team
		Papers for Management Board meetings	Reports produced for senior management with HR Information	1 year if no need for further retention	Confidential Destruction	Business Need		MI Team
		Absence stats verifications	Comparison of flexi system and HR system in relation to sick absences	1 year	Confidential Destruction	Business Need		MI Team

	Flexi administration	Lists of flexi passes which have been issued and confirmation of destruction of passes for leavers	3 years	Confidential Destruction	Business Need		MI Team
	Staff in Post	Download of all staff information	TBC	Confidential Destruction	Business Need		MI Team
	Staff in Post	Record of staffing numbers	Permanent	Confidential Destruction	Historical Value		MI Team
	Monthly Absence Stats	Stats taken from HR System monthly relating to number of absences	6 years	Confidential Destruction	Business Need		MI Team
	Disciplinary Information	Disciplinary case papers – investigation notes, letters etc	3 years after last action	Confidential Destruction	Business Need		Operations Team
		Disciplinary case papers where the outcome has led to change of terms and conditions	Until Age 72	Confidential Destruction	Business Need		Operations Team
	Disclosure	Disclosure forms	Once employee added to system	Confidential Destruction	Business Need		Operations Team
		Disclosure paperwork (application, covering letters etc)	Remove once disclosure certificate is obtained	Confidential Destruction	Business Need		Operations Team
	Performance Appraisals	Annual assessments	Held electronically for 5 years	Confidential Destruction	Business Need		Operations Team
	Special Leave	Special leave with pay requests and associated paperwork	4 years	Confidential Destruction	Business Need		Operations Team
		Special leave with no pay	100 years	Confidential Destruction	Business Need		Operations Team
	hours	Change of hours papers	Until age 100	Confidential Destruction	Business Need		Operations Team
	Salary Advances	Christmas advance papers	6 years after repayment	Confidential Destruction	Business Need		Operations Team
		Salary Sacrifice papers for Cycle to Work Scheme	Until age 100	Confidential Destruction	Business Need		Operations Team

		Data Cleanse Reports	Age 100 These are also kept in paper format for checking purposes	Confidential Destruction	Business Need		Operations Team
		Contracts (hard copy)	Until Age 100	Confidential Destruction	Business Need		Operations Team
		(Hard Copy) New entrant Application form - successful	Until Age 100	Confidential Destruction	Business Need		Operations Team
		Front cover verification check sheet and new entrant check list (destroy this when file handed over?)	Age 100	Confidential Destruction	Business Need		Operations Team
		OHSA Response to health declaration	6 years	Confidential Destruction	Business Need		Operations Team
		OHSA Response to health declaration	6 years	Confidential Destruction	Business Need		Operations Team
		Working Time Directive opt out from	3 years after opting out or no longer applies	Confidential Destruction	Business Need		Operations Team
		Deployment info	Change form age 100 years	Confidential Destruction	Business Need		Operations Team
		Interface Error Reports	Age 100	Confidential Destruction	Business Need		Operations Team
		Pension Audit July 2014	Age 100	Confidential Destruction	Business Need		Operations Team
		Budget post spreadsheet	5 years	Confidential Destruction	Business Need		Operations Team
		Commissions	TBC	Confidential Destruction	Business Need		Operations Team
	Operations Team	Vicarious Trauma	e-mail correspondence (regarding potential VT referral or in regard to VT report)	Until age 100	Confidential Destruction	Business Need	Operations Team
		Vicarious Trauma	referral – paper and electronic	Until age 100	Confidential Destruction	Business Need	Operations Team
		Vicarious Trauma	report – paper and electronic	Until Age 100	Confidential Destruction	Business Need	Operations Team
		Vicarious Trauma	spreadsheet (containing record of all referrals)	Until individual is aged 72 years	Confidential Destruction	Business Need	Operations Team

	Welfare	Critical incidents	e.g. Stockline, Clutha Bar	Until age 100	Confidential Destruction	Business Need		Ian Hanlon
	Welfare		Mediation cases	3 years	Confidential Destruction	Business Need		Ian Hanlon
	Operations Team	Attendance Management	absence notification forms (E9)	4 years	Confidential Destruction	Business Need		Operations Team
		Attendance Management	return to work discussion forms (E9A)	4 years	Confidential Destruction	Business Need		Operations Team
		Attendance Management	medical certificates (Fit Notes) / self certs – non injury at work	4 years	Confidential Destruction	Business Need		Operations Team
		Attendance Management	medical certificates (Fit Notes) / self certs – injury at work	6 years	Confidential Destruction	Business Need		Operations Team
		Attendance	half pay letters	Until age 100	Confidential Destruction	Business Need		Operations Team
		Attendance	no pay letters	Until age 100	Confidential Destruction	Business Need		Operations Team
		Attendance	SSP expired letter	Until age 100	Confidential Destruction	Business Need		Operations Team
		Attendance	SPPR letters (soon)	Until age 100	Confidential Destruction	Business Need		Operations Team
		Attendance Management	overpayment documentation	6 years after completion	Confidential Destruction	Business Need		Operations Team
		Attendance Management	warning letters	3 years – longer if attendance management issues are still current	Confidential Destruction	Business Need		Operations Team
		Attendance Management	appeal letters	3 years – longer if attendance management issues are still current	Confidential Destruction	Business Need		Operations Team
		Attendance Management	long term absence review meeting invite letters	3 years – longer if attendance management issues are still current	Confidential Destruction	Business Need		Operations Team

		Attendance Management	absence – notes of meetings	3 years – longer if attendance management issues are still current	Confidential Destruction	Business Need		Operations Team
		Attendance Management	absence record on snowdrop	Until age 72	Confidential Destruction	Business Need		Operations Team
		Attendance Management	notes recorded in snowdrop	Until age 72 – factual notes only (absence cause etc)	Confidential Destruction	Business Need		Operations Team
		Attendance	absence record on Logica	Until age 72	Confidential Destruction	Business Need		Operations Team
	HR Advisor	Attendance Management	e-mail exchanges – saved in Outlook folders & hard copy in paper files	3 years maximum – Only if content is appropriate and essential to the case.	Confidential Destruction	Business Need		HR Advisor
	HR Advisor	Attendance Management	handwritten notes in paper file (e.g. from a phone call)	3 years maximum – Only if content is appropriate and essential to the case.	Confidential Destruction	Business Need		HR Advisor
	Operations Team	Attendance Management	Occupational Health reports – held electronically and in paper files	Until age 100	Confidential Destruction	Business Need		Operations Team
	Operations Team	Attendance Management	Occupational Health referral spreadsheet	3 years	Confidential Destruction	Business Need		Operations Team
	Welfare	Other 'welfare' files – not covered by the above	handwritten notes – in paper file	3 years maximum – Only if content is appropriate and essential to the case.	Confidential Destruction	Business Need		Ian Hanlon

	Welfare		e-mail exchanges – saved in Outlook folders and hard copy in paper files	3 years maximum – Only if content is appropriate and essential to the case.	Confidential Destruction	Business Need		Ian Hanlon
	Operations Team		compassionate transfer cases – reports on shared space and hard copy reports in paper files	3 years	Confidential Destruction	Business Need		Operations Team
	Operations Team		formal referrals – working contracts and reports on shared space and hard copy reports in paper files	Until age 100	Confidential Destruction	Business Need		Operations Team
	Operations Team		return to work plans – saved in shared space and copies in paper files	12 months	Confidential Destruction	Business Need		Operations Team
	Welfare	'staff welfare' space on L Drive	annual spreadsheets of all cases – held on shared space	3 years	Confidential Destruction	Business Need		Ian Hanlon
			Contracts (electronic copy)	6 months	Confidential Destruction	Business Need		Recruitment Team
			Electronic Internal Application Form	2 years	Confidential Destruction	Business Need		Recruitment Team
			Electronic external application form	2 years	Confidential Destruction	Business Need		Recruitment Team
			Proof of ID	12 months	Confidential Destruction	Business Need		Recruitment Team
			Qualifications	Age 100	Confidential Destruction	Business Need		Recruitment Team
			Employment verification check (3 year history)	Age 100	Confidential Destruction	Business Need		Recruitment Team
			Pre recruitment health assessment upload	Destroy once complete	Confidential Destruction	Business Need		Recruitment Team
			Young workers or work place assessments	Age 100 for employees	Confidential Destruction	Business Need		Operations Team

		Pre recruitment spreadsheet info	1 year	Confidential Destruction	Business Need		Recruitment Team
		Pre recruitment stats (timescales etc)	10 years	Confidential Destruction	Business Need		Recruitment Team
		Bulletin info	Spreadsheet to be deleted at end of the year	Confidential Destruction	Business Need		Recruitment Team
		Recruitment update info	2 years	Confidential Destruction	Business Need		Recruitment Team
		Career break info	1 year after employee returned or left service	Confidential Destruction	Business Need		Recruitment Team
		Reserve list (applicant details)	1 year after named reserve	Confidential Destruction	Business Need		Recruitment Team
		Management meetings	1 year	Confidential Destruction	Business Need		Recruitment Team
		Names of staff who have attended training courses	5 years	Confidential Destruction	Business Need		People and Learning
		Emails to and from staff regarding training courses they have/ will attend	5 years	Confidential Destruction	Business Need		People and Learning
		Reports from HR System on who has/ has not attended training etc	5 years	Confidential Destruction	Business Need		People and Learning
		Training course materials - generic	Archived when no longer in use then archive material destroyed after 5yrs	Confidential Destruction	Business Need		People and Learning
		Training course materials - legal	Archived when no longer in use then archive material destroyed after 7yrs	Confidential Destruction	Business Need		People and Learning

	People and Learning		SVQ Material	Follows the SQA rules governing retention of documents (see SVQ Policy attached page 9 and 15). Exceptions apply when appeals or grievances are in progress. Information held on the candidate trackers, award achievement records and assessment decisions will be kept for 12months before being destroyed.				
			Course Feedback	5 years	Confidential Destruction	Business Need		People and Learning
	All Teams	Policies	Policies covering all HR topics	Permanent until s	Confidential Destruction	Business Need		All teams
			HR Annual leave spreadsheets	1 year + current financial year	Confidential Electronic Destruction	Business Need		All teams
		Minutes	Minutes from various HR Meetings	TBC				All teams
		FOI	Information collated and replies sent to RIU in relation to FOI requests	5 years - perhaps longer if response could be useful for future FOI	Confidential Destruction	Business Need		All teams

Financial Monitoring and Reporting	Reporting	Transaction and forecasting spreadsheets	Monthly financial forecast reports provided to COPFS Finance Division	Financial year + 5 years	Confidential destruction	Business need		HR LDD Budget Holder
		Workforce planning	Documentation relating to workforce management, including post numbers and status change forms	Financial year + 5 years	Confidential destruction	Business need		Recruitment Team
Financial Provisions Management	Budget management	Assurance statements	Assurance statements and checklist provided to Crown Agent	Financial year + 5 years	Confidential destruction	Business need		HR LDD Budget Holder
		Budget papers	Documentation in relation to HR & LDD's annual budget submission	Financial year + 5 years	Confidential destruction	Business need		HR LDD Budget Holder
Financial Transactions Management	Expenditure	Financial spending documents	Documents relating to financial spending throughout the year	Financial year + 5 years	Confidential destruction	Business need		HR LDD Budget Holder
	Invoices	Invoice documents	Documentation relating to and including invoices	Financial year + 5 years	Confidential destruction	Business need		HR LDD Budget Holder
	Travel claims	Staff and external representative claim forms	Documents relating to and including copies of travel and subsistence claims	Financial year + 5 years	Confidential destruction	Business need		People and Learning

Business Classification Scheme - IS Division

BCS Level 2 - Activity	BCS Level 3 - Transaction	Record Type	Description of Records	Retention Period	Disposal Action	Rationale	Vital Status	Owner
Systems	Data Updates	Data Changes	Documentation relating to corporate data changes	DESTROY – once system no longer used	Confidential destruction	Business need		ISD
	Systems & Applications Support	Issues	Details of issues and problems raised with ISD	REVIEW – after 2 years	Confidential destruction	Business need	VITAL	ISD
		Requests for Change	Documentation relating to requests for change	REVIEW – after 2 years	Confidential destruction	Business need	VITAL	ISD
		User Administration	Documentation relating to systems and applications user	DESTROY – once system no longer used	Confidential destruction	Business need		ISD
	Systems Design & Development	Code	Application and system code versions that deliver application functionality	REVIEW – 5 years after system no longer used	Confidential destruction	Business need	VITAL	ISD
		Configuration	Documentation relating to the configuration of the system	Destroy - after 1 year system no longer used	Confidential destruction	Business need		ISD
		Design and Construction	Documentation relating to the design and construction of systems	REVIEW – 5 years after system no longer used	Confidential destruction	Business need	VITAL	ISD
		Development	Documentation relating to the development of systems and software, including web technology	REVIEW – 5 years after system no longer used	Confidential destruction	Business need		ISD

		Quality Assurance	Documentation relating to formal peer review and sign-off of requirements, design, specifications and other	DESTROY – once system no longer used	Confidential destruction	Business need		ISD
		Requirements	Documentation supporting requirements analysis and specification of the business area for which	REVIEW – 5 years after system no longer used	Confidential destruction	Business need		ISD
		Specifications	Documentation relating to the identification of systems specifications	REVIEW – 5 years after system no longer used	Confidential destruction	Business need	VITAL	ISD
	Systems Management	Build & Installation Guides	Build and installation guides for systems in operation within COPFS	DESTROY - 2 years after system no longer used	Confidential destruction	Business need	VITAL	ISD
		Case Files	Documentation relating to the management of internal and external IT systems, including policy documents, agreements, testing	REVIEW – 7 years after system no longer used	Confidential destruction	Business need		ISD
		Data Management	Documentation relating to the management of specific systems data which includes back ups, mirroring, and systems	REVIEW – 5 years after system no longer used	Confidential destruction	Business need	VITAL	ISD
		Disposals	Documentation relating to the disposal of	PERMANENT	Retain for operational and	Business need		ISD

		Hardware Lists / Assets	Including: Storage Area Network, Blades, Network Devices, Desktops, Laptops, Tablets, Servers, 3G	REVIEW – 5 years after system no longer used	Confidential destruction	Business need		ISD
		Implementation	Documentation relating to systems implementation	REVIEW – 5 years after system no longer used	Confidential destruction	Business need	VITAL	ISD
		Infrastructure	Documentation relating to systems infrastructure	REVIEW – 5 years after system no longer used	Confidential destruction	Business need	VITAL	ISD
		Issues Logs	Summary logs of systems issues	DESTROY - 1 year after system no longer used	Confidential destruction	Business need		ISD
		Licences	Documentation in relation to software licensing	REVIEW – 5 years after system no longer used	Confidential destruction	Business need	VITAL	ISD

		Log Files	Information about the performance and interactions on systems generated by operating systems, application middleware, system components and applications	RETAIN – all audit trail data for at least the same period as the information to which it refers. Thereafter, it may be appropriate to retain selected elements of this audit trail data to serve as a destruction log of the original records	Confidential destruction	Business need		ISD
		Maintenance – Network & Servers	Documentation relating to the maintenance and support of the network and system servers	DESTROY - 2 years after system no longer used	Confidential destruction	Business need		ISD
		Maintenance - Systems	Documentation relating to the maintenance and support of software and systems, including daily checks and rota	DESTROY - 1 year after system no longer used	Confidential destruction	Business need		ISD
		Manuals & Operating Procedures	User manuals and support information relating to specific systems or pieces of	DESTROY - 1 year after system no longer used	Confidential destruction	Business need		ISD

		Patching	Documentation relating to cable patching	REVIEW – 2 years after system no longer used	Confidential destruction	Business need	VITAL	ISD
		Service Catalogue	Documentation relating to definition of all services both live and in development	DESTROY – 2 years after system no longer used	Confidential destruction	Business need	VITAL	ISD
		Service Level Agreements	Information relating to agreements made between internal teams and ICT on a contractual basis	DESTROY – 2 years after the terms of the agreement/contract have expired	Confidential destruction	Business need	VITAL	ISD
		Software Deploy Versions	Versions of compiled program code delivering system functionality and/or changes to that functionality - SOS	REVIEW - within 1 year of system no longer used	Confidential destruction	Business need	VITAL	ISD
		Software - commercial	Downloaded copies of application software	REVIEW - within 1 year of system no longer used	Confidential destruction	Business need	VITAL	ISD
		Storage	Documentation relating to storage systems and servers	REVIEW – 5 years after system no longer used	Confidential destruction	Business need	VITAL	ISD
		Technologies	VMWare	REVIEW – 5 years after system no longer used	Confidential destruction	Business need		ISD

		Telephone Systems and Networks	Documentation relating to the installation and configuration of individual systems and overall network design	REVIEW – 5 years after system no longer used	Confidential destruction	Business need		ISD
		Web Development	Includes development of internet and intranet	REVIEW – 5 years after system no longer used	Confidential destruction	Business need		ISD
	Systems Testing	Pilots	Documentation relating to pilots of systems	REVIEW – 5 years after system no longer used	Confidential destruction	Business need		ISD
		Tests	Documentation relating to systems testing, including Test Plans and Test Records	DESTROY – 1 year after system no longer used	Confidential destruction	Business need		ISD
Financial Management	Contract Management	Change Requests & Controls	Documentation related to proposed changes in contracts	DESTROY – 10 years after the term of the contract has expired	Confidential destruction	1973 c. 52		ISD
		Contracts	Documentation relating to the management of contracts, SLAs, SOWs	DESTROY – 10 years after the term of the contract has expired	Confidential destruction	1973 c. 52		ISD
		Tenders	Documentation relating to tenders, including quotations, acceptance and rejection letters	DESTROY – 10 years after the term of the contract has expired	Confidential destruction	1973 c. 52		ISD

	Budget Management	Budgets	Documents on financial planning, annual budgets, expenditure	REVIEW – after 5 years	Confidential destruction	Business need	VITAL (for 2 years after financial year end)	ISD
	Procurement	Purchases	Copies of Purchase Orders and invoices					
Staffing/Recruitment	Posts	Job descriptions	Documentation on posts including BCS	DESTROY – 1 year after completion of job role	Confidential destruction	Business need	VITAL	ISD
		Vacancies	Adverts, applications, interview notes	DESTROY – 6 years from leaving date	Confidential destruction	1973 c. 52		ISD
		Appraisals	Appraisal reports	As per HR policy				ISD
	Accommodation	Accommodation	Documents relating to accommodation in two ISD sites	As per Estates policy				ISD
Business Planning	Planning	Strategic Plans	Documentation relating to strategic planning within ISD, including the development and review of strategic plans	PERMANENT	Transfer to Archive	Historical value	VITAL	ISD
		Team Planning & Monitoring of	Documentation relating to the planning and monitoring of team	DESTROY – 1 year from creation	Confidential destruction	Business need		ISD
		Work Plans	Team work plans and objectives	REVIEW – after 5 years	Confidential destruction	Business need	VITAL (for 2 years after financial year end)	ISD
Internal Communicat	Meetings	Agendas, Minutes	Agendas and minutes from internal meetings	REVIEW – after 5 years	Review for historical value	Business need	VITAL	ISD

Business Classification Scheme - Level 1 - Function - Media Relations

BCS Level 2 - Activity	BCS Level 3 - Transaction	Record Type	Description of Records	Retention Period	Disposal Action	Rationale	Vital Status	Owner
Media releases	Drafts	News releases and operational notes	Drafts circulated internally for comment or approval	DESTROY - once superseded	Recycle/delete electronic record	Business need	YES	
	Final draft	News releases and operational notes	Drafts circulated internally for comment or approval	DESTROY - once superseded	Recycle/delete electronic record	Business need	YES	
	E-mail receipt	News releases and operational notes	E-mail receipt of news release from Nasdaq	DESTROY - once superseded	Recycle/delete electronic record	Business need		
	COPFS website	News releases	Publication of news release on the Media section of the	ARCHIVE - after 1 year	Archive electronic record	Business need		
	COPFS Latest News	News releases	Details of news release on the Latest News section of the COPFS website with a	ARCHIVE - after 1 year	Archive electronic record	Business need		
COPFS website Latest News	Drafts	Latest News article	Drafts circulated internally for comment or approval	DESTROY - once superseded	Recycle/delete electronic record	Business need		
	Final draft	Latest News article	Final draft signed off by relevant official	DESTROY - once superseded	Recycle/delete electronic record	Business need		
	COPFS Latest News	Latest News article	Article on Latest News section of the COPFS	ARCHIVE - after 1 year	Archive electronic record	Business need		
Media enquiries	Drafts	Proactive or reactive media	Drafts circulated internally for comment or approval	DESTROY - once superseded	Recycle/delete electronic record	Business need	YES	
	Final draft	Proactive or reactive media	Drafts circulated internally for comment or approval	DESTROY - once superseded	Recycle/delete electronic record	Business need	YES	
	Media response	Proactive or reactive media	Response e-mailed to media	ARCHIVE - after 1 year	Archive electronic record	Business need	YES	
Engagement and Outreach	Attendance at groups or	Meetings where team is the lead	Agenda's, minutes, papers where team is the lead	ARCHIVE - after 1 year	Recycle/delete electronic record	Business need		
		Meetings where team is not the lead	Agenda's, minutes, papers where team is not the lead	DESTROY - after 6 months	Recycle/delete electronic record	Business need		
Engagement with Team	Communications with staff	Weekly updates	Weekly updates on progress within particular	DESTROY - once superseded	Recycle/delete electronic record	Business need		



Business Classification Scheme - Response & Information Unit

BCS Level 2 - Activity	BCS Level 3 - Transaction	Record Type	Description of Records	Retention Period	Disposal Action	Rationale	Vital Status	Owner
Disclosure of information	Complaint log	Complaints Correspondence	Electronic record on Respond system - Request, internal investigations and final response	Destroy after 10 years on Respond, with intention of reduction to 5 years	Secure Electronic destruction	Business Need		RIU
	Complaint log	Complaints Correspondence	Hard copy version of correspondence above for Crown Agent	1 year	Confidential destruction	Business Need		RIU
	Data Protection	Subject Access Requests log	Logged on Respond, individual's details, copy of request, internal correspondence and reply	Currently permanent - but to intending to change to Destroy - 5 years from enquiry closure *	Removal from electronic system. Hard copies shredded	Business Need	Vital	RIU
	Data Protection	Spreadsheet of requests	Tables of requests to COPFS	Retain 10 years	Secure electronic destruction	Business Need		RIU
	Data Protection	Notification	Process of notifying the Information Commissioner on data held	DESTROY – 1 year after previous notification	Confidential destruction	Business need		RIU
	Data Protection	Privacy Notices	Statements explaining why we are collecting personal data, what we are going to use it for, who we are going to share it with, how an individual can access information held about them and how we will ensure that the information is kept securely	RETAIN – for as long as the collected data is retained	Confidential destruction	Business Need	Vital	RIU

	Environmental Information	Environmental Information Requests log	Logged on Respond, individual's details, copy of request, internal correspondence and reply	Currently permanent - but intending to change to Destroy - 5 years from enquiry closure *	Removal from electronic system.Hard copies shredded	Business Need	Vital	RIU
	Environmental Information	Spreadsheet of requests	Table of all requests to COPFS	Retain 10 years	Secure Electronic destruction	Business Need		RIU
	Freedom of Information	Freedom of Information log	Logged on Respond, individual's details, copy of request, internal correspondence and reply	Currently permanent - but intending to change to Destroy - 5 years from enquiry closure *	Removal from electronic system.Hard copies shredded	Business Need	Vital	RIU
	Freedom of Information	Spreadsheet of requests	Table of all requests to COPFS	Retain 10 years	Secure Electronic destruction	Business Need		RIU
	Freedom of Information	Proactive Publication	List of responses where information has been provided in response to FOI requests	Review after 5 years	Secure Electronic destruction	Business Need		RIU
	Freedom of Information	Publication Scheme	RETAIN – for as long as the collected data is retained	Confidential destruction	Archive	Historical value	Vital	RIU
RIU Administration	RIU team files		Electronic - Guidance, presentations, meetings	Review - 5 years	Retain for operational purposes	Business Need		RIU
Records Management		Business Classification Scheme	Detailing the functions, activities and transactions of NRS	PERMANENT	Transfer to Archive	Historical value		RIU
		Guidance on Records Management	Records Management Manual, Guidance, Records Management Plan	Review after 5 years	Retain and update for operational purposes	Business Need		RIU

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Business Classification Scheme - Policy Division

BCS Level 2 - Activity	BCS Level 3 - Transaction	Record Type	Description of Records	Retention Period	Disposal Action	Rationale	Vital Status	Owner
Access to materials	Library management	Book/reference material lists	List of reference materials available to Policy Division	DESTROY - once superseded	Delete electronic record from system	Business need		Policy Division
Engagement and Outreach	Advice and guidance	Published advice and guidance	Guidance provided to COPFS staff , including Crown Office Circulars, Instructions, Case Marking	REVIEW - after 5 years	Transfer to COPFS archive	Historical/business need	VITAL	Policy Division
	Consultation and engagement	Consultations	Documentation relating to stakeholder consultations carried out by COPFS, including independent	REVIEW - after 5 years	Confidential destruction of paper files; delete electronic records from system	Business need	VITAL	Policy Division
		Surveys and questionnaires	Documentation relating to surveys and questionnaires designed by Policy Division and completed by	REVIEW - after 5 years	Confidential destruction of paper files; delete electronic records from system	Business need		Policy Division
	Events and visits	Events	Records relating to the management of internal and external events (including conferences), organised by Policy	REVIEW - after 5 years	Confidential destruction of paper files; delete electronic records from system	Business need		Policy Division
		Visits	Records relating to the management of local, national and international visits, organised by Policy	REVIEW - after 2 years	Confidential destruction of paper files; delete electronic records from system	Business need		Policy Division
	Groups and committees	Portfolio files	All papers in relation to portfolio topics	REVIEW - after 1 year	Retain for operational purposes	Business need		Policy Division
		Meetings	Agendas, papers and minutes from meetings with internal colleagues and/or external agencies.	REVIEW - after 1 year	Retain essential papers for operational purposes; secure destruction of all other	Business need		Policy Division

	Management	Agreements	Agreements set up with external agencies and criminal justice partners	REVIEW - after 5 years	Retain for operational purposes	Business need	VITAL	Policy Division
		Memoranda of Understanding	Initial agreements set up with external agencies	REVIEW - after 5 years	Retain for operational purposes	Business need		Policy Division
		Contracts for events	Contracts set up with external agencies, including those relating to	REVIEW - after 5 years	Confidential destruction	Business need		Policy Division
Requests for information	Disclosure	Requests for information	Including internal correspondence and	REVIEW - after 5 years	Confidential destruction	Business need	VITAL	Policy Division
	Enquiries	General correspondence	Records relating to general enquiries received in Policy Division and responses	REVIEW - after 5 years	Confidential destruction	Business need	VITAL	Policy Division
		Enquiries - statistics	Documentation relating to specific enquiries regarding statistical information	REVIEW - after 5 years	Confidential destruction	Business need	VITAL	Policy Division
	PQs, correspondence with Ministers	Ministerial Correspondence	Correspondence from Ministers, response preparation material and	REVIEW - after 5 years	Confidential destruction	Business need	VITAL	Policy Division
		PQs	Material, including questions, preparation material and answers	REVIEW - after 5 years	Confidential destruction	Business need	VITAL	Policy Division
		Briefings	Provision of briefing notes to Law Officers and Senior Officials in COPFS	REVIEW - after 5 years	Confidential destruction	Business need	VITAL	Policy Division
Financial Monitoring and Reporting	Reporting	Transaction and forecasting spreadsheets	Monthly financial forecast reports provided to COPFS Finance Division	DESTROY - after 1 year	Confidential destruction	Business need		Policy Division
		Workforce planning	Documentation relating to workforce management, including post numbers and status change forms	DESTROY - after 1 year	Confidential destruction	Business need		Policy Division

Financial Provisions Management	Budget management	Assurance statements	Assurance statements and checklist provided by Head of Policy to Crown Agent	DESTROY - after 1 year	Confidential destruction	Business need		Policy Division
		Budget papers	Documentation in relation to Policy Division's annual budget submission	DESTROY - after 1 year	Confidential destruction	Business need		Policy Division
		Delegated authority records	Records relating to financial responsibility and delegated authority	REVIEW - annually	Confidential destruction	Business need		Policy Division
Financial Transactions Management	Expenditure	Financial spending documents	Documents relating to financial spending throughout the year	DESTROY - after 2 years	Confidential destruction	Business need		Policy Division
	Invoices	Invoice documents	Documentation relating to and including invoices	DESTROY - after 2 years	Confidential destruction	Business need		Policy Division
	Travel claims	Staff and external representative claim forms	Documents relating to and including copies of travel and subsistence claims	DESTROY - after 1 year	Confidential destruction	Business need		Policy Division
Procurement	Requisitioning	Goods ordered	Documents relating to goods ordered, including purchase day book record	DESTROY - after 1 year	Confidential destruction	Business need		Policy Division
		Goods received	Documentation relating to receipt and checking of	DESTROY - after 1 year	Confidential destruction	Business need		Policy Division
Incident Reporting	Accident and Incident Log	Reports	Reports of accidents and incidents in Policy Division	DESTROY - after 1 year	Confidential destruction	Business need		Policy Division
Managing Employees	Employee files	Performance Appraisal Review	Documentation relating to the completion of PAR	DESTROY - after 1 year	Confidential destruction	Business need		Policy Division
		Absence management spreadsheet	Documentation relating to annual leave, sickness absence, special leave	DESTROY - after 1 year	Confidential destruction	Business need		Policy Division
Managing Teams	Team planning	Team responsibilities	Identification of team responsibilities and portfolio allocation	REVIEW - quarterly	Confidential destruction	Business need		Policy Division

Recruitment	Advertising	Adverts	Internal job adverts for vacant posts	DESTROY - after 1 year	Confidential destruction	Business need		Policy Division
		Job Descriptions	Job descriptions and person specifications	DESTROY - after 1 year	Confidential destruction	Business need		Policy Division
	Applications	Feedback reports	Written feedback provided to candidates	DESTROY- on completion of recruitment	Confidential destruction	Business need		Policy Division
	Authorisation and approval	Business Case forms	Completed business cases relating to staff	DESTROY - after 1 year	Confidential destruction	Business need		Policy Division
Records Management	Physical records management	Records Management	Database of all paper and electronic files kept in	REVIEW - quarterly	Retain for operational purposes	Business need	VITAL	Policy Division
		Records Management reviews	Documentation relating to the review of records held in Policy Division	REVIEW - quarterly	Retain for operational purposes	Business need	VITAL	Policy Division
	Retention and disposal	Disposals information	Documentation relating to the disposal of Policy	REVIEW - quarterly	Retain for operational purposes	Business need	VITAL	Policy Division
		Retention and disposals schedules	Documentation detailing recommended retention periods for records	REVIEW - annually	Retain for operational purposes	Business need		Policy Division
Implementing Policy and Legislation	Developing Policy	Correspondence, minutes, briefing papers, reports,	Documentation relating to the development of Policy	REVIEW - after 5 years	Retain for operational purposes	Business need	VITAL	Policy Division
	Implementing Policy and Legislation	Correspondence, minutes, briefing papers, reports,	Documentation relating to the implementation of policy and legislation	REVIEW - after 5 years	Retain for operational purposes	Business need	VITAL	Policy Division
Planning and Monitoring	Organisational structure	Organisational charts	Charts and diagrams detailing the Policy Division	DESTROY - once superseded	Recycle/delete electronic record	Business need		Policy Division
		Team structures	Charts and diagrams detailing the teams within the Policy Division	DESTROY - once superseded	Recycle/delete electronic record	Business need		Policy Division
	Organisational planning	Policy Work Plans	Allocation notes and spreadsheet detailing	DESTROY - once superseded	Recycle/delete electronic record	Business need		Policy Division

Business Classification Scheme - Security

BCS Level 2 - Activity	BCS Level 3 - Transaction	Record Type	Description of Records	Retention Period	Disposal Action	Rationale	Vital Status	Owner
Security	Administration	Security Review	Baseline Security Document recording Implementation of Security measures within COPFS Buildings.	6 Months	Review and Recycle	Operational Requirement	Vital	DSO
	Administration	Theft/Loss Report	Recording theft loss of property	Review after 5 Years	Confidential Destruction	Operational requirement	Vital	DSO
	Administration	Breach of Security	Recording Security Breaches	Review after 5 Years	Confidential Destruction	Operational Requirement	Vital	DSO
	Administration	Incident Report	Recording of Incidents for intelligence Gathering	Review after 5 Years	Confidential Destruction	Operational Requirement	Vital	DSO
	Administration	Clear Desk Policy	requirements of Clear Desk Policy	1 Year	Review and Recycle	Operational Requirement	Vital	DSO
	Operational Instruction	Counter Terrorist Plan	Plan to be implemented in event of Terror attack	1 year	Review and Recycle	Operational Requirement	Vital	DSO
	Operational Instruction	Security Classifications	Requirements for Data handling	Dictated by Government Policy	Confidential Destruction	Operational Requirement	Vital	DSO
	Administration	Security Passes	Guidelines on wearing of passes	Permanent	Retain for Operational Purposes	Operational Requirement	Vital	DSO
	Administration	Office Cabinets	Guidelines on use of Security Cabinets	Permanent	Retain for Operational Purposes	Operational Requirement	Vital	DSO
	Administration	Tips for clear desk Policy	Tips and Guidance on Clear desk Policy	Permanent	Retain for Operational Purposes	Operational Requirement	Vital	DSO
	Administration	Government Response Level System	Guidelines on actions to be implemented when response levels change	Dictated by Government Policy	Retain for Operational Purposes	Operational Requirement	Vital	DSO
	Administration	Government Response Level	Incremental Measures to be adopted when threat level changes	Review after 1 year	Retain for operational Purposes	Operational Requirement	Vital	DSO

	Administration	Abusive Customers	with Difficult or abusive customers	Permanent	Retain for Operational Purposes	Operational requirement	Vital	DSO
	Administration	on Reporting Security Incidents	Staff Guidance Document	Permanent	Retain for operational Purposes	Operational Requirement	Vital	DSO
	Administration	Suspicious Packages	Staff Guidance on handling Suspicious Mail Packages	Permanent	Retain For Operational Purposes	Operatioal requirement	Vital	DSO
	Administration	Mail Handling	Staff Guidance on dealing with CBR Chemical Biological Radiological Material	Permanent	Retain for Operational Purposes	Operational Requirement	Vital	DSO

Business Classification Scheme - Level 1 - Function - Strategic Development Team

BCS Level 2 - Activity	BCS Level 3 - Transaction	Record Type	Description of Records	Retention Period	Disposal Action	Rationale	Vital Status	Owner	Note
Business Improvement Committee	Business Improvement documentation	Stage 1 & 2 documentation	Documentation to be prepared for BIC in order to seek initial approval to investigate further and what would be required in terms of resources and funding to implement.	Review after 2 years	Confidential Destruction	Business Need	Vital	Managers	To be reviewed once sharepoint introduced
Workplan	Initiatives / Areas of work	Folders Word - Excel	Documentation relating to initiatives or distinct areas of work allocated to team members	Review after 2 years	Confidential Destruction	Business Need	Vital	Managers	To be reviewed once sharepoint introduced
Managing Teams	Workplan	Team responsibilities	Identification of team responsibilities and work allocation	Review - monthly	Confidential destruction	Business need	Vital	Band E	To be reviewed once sharepoint introduced
	Team briefings	Agendas & Notes	Record of meetings held	Review after 1 year	Confidential destruction	Business need		Band F	To be reviewed once sharepoint introduced
	Monthly Conversations	Updates	Record of Monthly meetings	Review after 1 year	Confidential destruction	Business need		Managers	
	PARS	PAR forms	Performance Appraisal records	Review after 1 year	Confidential destruction	Business need		Managers	
Records Management	Retention and disposal	Disposals information	Documentation relating to the disposal of SD records	Review - quarterly	Retain for operational	Business need	Vital	Band F	
		Retention and disposals schedules	Documentation detailing recommended retention periods for records	Review - quarterly	Retain for operational purposes	Business need		Band F	