



RETENTION AND DISPOSAL SCHEDULE



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SECTION 1: INTRODUCTION

1.1 Functions of NILGOSC

The Northern Ireland Local Government Officers' Superannuation Committee (NILGOSC) was established on 1 April 1950 by the Local Government (Superannuation) Act 1950 to administer and maintain a fund providing pension benefits for employees of local authorities and other admitted bodies.

NILGOSC is a non-departmental public body sponsored by the Department of the Environment. The Committee is the corporate body responsible for the administration of the Local Government Pension Scheme in Northern Ireland.

NILGOSC carries out its functions under statutory powers contained in the following primary legislation, as amended:

- The Superannuation (Northern Ireland) Order 1972;
- Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations (Northern Ireland) 2009 (SRNI 2009/32);
- Local Government Pension Scheme (Administration) Regulations (Northern Ireland) 2009 (SRNI 2009/33);
- Local Government Pension Scheme (Amendment and Transitional Provisions) Regulations (Northern Ireland) 2009 (SRNI 2009/34);
- Local Government Pension Scheme (Management and Investment of Funds) Regulations (Northern Ireland) 2000 (SR 2000/178);
- Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations (Northern Ireland) 2007 (SR 2007/93).

1.2 NILGOSC's Commitment to Good Practice in Records Management

NILGOSC recognises that information is a vital corporate asset. The records we hold are important sources of information about our members and pensioners, our employers and our employees. Managing those records effectively will help us to achieve our corporate objectives and to comply with relevant legislation, including the Freedom of Information Act 2000.

NILGOSC will take measures to ensure that its records are physically well maintained and cared for while they are in its custody, i.e. until they are either destroyed, or arrangements are made for their permanent retention by NILGOSC, or by the Public Record Office of Northern Ireland (PRONI).

1.3 Purpose of the Retention and Disposal Schedule

This Schedule sets out the minimum time periods for which NILGOSC records should be retained, either due to their ongoing administrative value, or as a result of statutory requirements.

The Schedule complies with the Public Records Act (NI) 1923 and the Disposal of Documents Order SR&O 1925 No 167. It will enable NILGOSC to dispose of records promptly when they no longer have any continuing administrative or legal value. It also identifies records which should be transferred to PRONI due to their long term historical or research value.

SECTION 2: THE SCHEDULE

2.1 Benefits of a Retention and Disposal Schedule

The use of a retention and disposal schedule brings several benefits:

- (a) Managing records is deemed to be "normal processing" under the Data Protection Act 1998 and the Freedom of Information Act 2000. Provided that members of staff manage record series using the Schedule, they cannot be

- found guilty of unauthorised tampering with files once a Freedom of Information request or a data Subject Access Request has been made.
- (b) Members of staff can be confident about destroying information at the appropriate time, and in the appropriate way.
 - (c) Information which is subject to Freedom of Information and Data Protection legislation will be available when required.
 - (d) NILGOSC will not be maintaining and storing information unnecessarily, thus freeing up valuable physical and computer storage space.
 - (e) NILGOSC can identify closed and/or semi-current records which can be stored off-site.

2.2 What is covered by this Retention and Disposal Schedule?

For the purpose of this Schedule, records are defined as:

"Recorded information created, received or maintained by NILGOSC or by a NILGOSC employee in the transaction of business or conduct of affairs, and kept as evidence."

Importantly, this information includes paper and microfilm records, as well as electronic records.

Not all documents created, received or maintained by NILGOSC need to be included in the formal records management system. The following types of information, for example, are not covered by this Retention and Disposal Schedule:

- blank templates
- rough or early drafts which do not evidence policy development;
- unaltered drafts and circulated copies of drafts;
- convenience copies or documents retained for information reference purposes only;
- external reference/published materials which are not needed as records, e.g. conference papers, brochures, junk mail;
- cc'd e-mails;
- personal e-mails and records, e.g. social arrangements, personal copies of performance reviews;
- e-mails that are not the primary record of decisions/transactions (eg the information is later recorded in a letter);
- stocks of publications that have been superseded;
- superseded circulation/contact lists;
- bookings for internal services (e.g. rooms, equipment) where no charges are made;
- meeting requests, acceptances and apologies;
- corporate notices and circulars (circulated copies, i.e. not the original);
- covering letters, fax cover sheets, compliments slips, e-mails accompanying attachments that do not provide additional information to the main document, and where evidence of date and time of receipt or despatch are not required;
- reservations and confirmations of arrangements with third parties, eg joining instructions for conferences/training.

These categories of information should be destroyed as soon as reference to the information has ceased.

The disposal periods noted relate to master copies of records which are the official version retained for regulatory or business reasons. Where a master copy is retained elsewhere in the organisation (e.g. within Human Resources or Finance), there is no requirement for other sections to keep such documents.

Copies of records should not be retained any longer than the period stated for the master copy in this Schedule.

2.3 Electronic Documents / Material

The principles for the retention of electronic documents are the same as those for paper records, and electronic folders will be organised in a similar way to paper records.

Electronic documents of no enduring value, e.g. those of purely personal relevance, should be deleted from the system at the earliest opportunity.

E-mails

E-mails which are the primary record of decisions or transactions are part of our corporate record, and are covered by this Schedule. All staff need to check their incoming and outgoing e-mails to identify items which should be retained as part of the corporate record. Staff must ensure a copy is maintained on the relevant file, and then delete them from their personal 'inbox' and 'deleted items'.

E-mails needed for administrative/reference purposes should be moved into a relevant area, and then deleted when they are no longer required. E-mails which are not required for administrative or reference purposes should be deleted immediately.

Incoming and outgoing e-mails are potentially covered by the Data Protection Act if one of the following criteria is met:

- The sender or recipient is identifiable by their e-mail address or by the text of the e-mail; or
- The text of the e-mail contains personal data, i.e. facts, opinions or intentions about identifiable living individuals.

The Data Protection Act specifically requires that personal data should not be kept for any longer than necessary. E-mails containing personal information should therefore be deleted as soon as they are no longer of any administrative value.

SECTION 3: CATEGORIES OF RETENTION AND DISPOSAL ACTION

3.1 The following disposal actions are noted throughout this Schedule:

- **Destruction**
This applies to records which have no continuing business or legal value to NILGOSC after a particular period of time, and which are of no historical or research value to PRONI.
- **Permanent retention by NILGOSC**
Not many records fall into this category, but they must be retained permanently for business administrative needs.
- **Transfer to PRONI**
This applies to files/records which are deemed to be of long-term historical or research value, and must be transferred to PRONI for safekeeping.
- **For review by PRONI**
In cases where the disposal action has not been pre-determined, the records must be reviewed in conjunction with PRONI at the end of the review period.

SECTION 4: OPERATION OF THE RETENTION AND DISPOSAL SCHEDULE

4.1 Introduction

This section outlines the operation of the Retention and Disposal Schedule in all sections within NILGOSC.

4.2 Retention Periods

Retention periods are based either on the specific business needs of NILGOSC, or on statutory provisions. The retention periods noted in this Schedule start at the point at which the file/folder is closed.

4.3 Closing a file

Closing a file/folder means that no papers/documents should be added to it, and that the file should be used only for reference. When a file is due to be closed, the member of staff should check the retention period in this Schedule, and note on the file the date on which it can be archived, transferred to PRONI, reviewed or destroyed, as appropriate.

4.4 Destruction

File destruction must take place on a planned basis, in line with agreed procedures. All destruction decisions must be agreed and recorded by the relevant functional manager, and paper files must be destroyed via the confidential waste procedures.

The destruction record must include the title/subject of the documentation being destroyed, the date of destruction and the name of the authorising officer. The destruction record template is attached at Appendix A.

4.5 Review of Files

Files marked 'Review' may need to be assessed a number of times, but they must always be reviewed immediately on closure following the retention period. The purpose of the review is to determine whether the file has any continuing business, legal or administrative value to NILGOSC or any historical or research value to PRONI.

If the record's value is not immediately clear, a further review must take place five years post closure. If the record's value is still not clear at that point, it must be reviewed again no later than 20 years after the file was opened.

If the file's long term value is clear, the manager should note their decision on its retention/disposal, if this is not already specified in this Schedule.

4.6 Transfer to PRONI

Records which are to be transferred to PRONI should be signed off by the Secretary and the relevant functional manager, who must make arrangements to transfer the records as soon as possible.

The complete records are sent to PRONI. Where the records contain personal or sensitive data they will be maintained by PRONI as closed records. If PRONI receive a request for access to records, PRONI will contact NILGOSC prior to releasing the documents to ascertain whether information contained therein needs to be redacted.

4.7 Responsibility

The Secretary has overall responsibility for ensuring that NILGOSC complies with legislative requirements affecting the management of records and any supporting regulations and codes.

Functional managers are ultimately responsible for the maintenance, retention and disposal of records within their area(s) of responsibility. They must ensure that this Schedule is understood and followed by all staff within their area(s).

Line managers must ensure that their staff implement the document management policy and procedures within their area(s) of responsibility. It is the responsibility of all staff to ensure that records are maintained in accordance with NILGOSC's policies and procedures.

SECTION 5: RETENTION & DISPOSAL SCHEDULE – GUIDE TO LAYOUT

Function

Each functional/business area within NILGOSC has its own section within the Retention & Disposal Schedule where the records appropriate to that functional area are listed.

Sub-work area

This column identifies the work area or activity under which the records are created.

Records

This column lists the types of records created or held under each work area. It covers both paper and electronic records held by NILGOSC.

Trigger

This column identifies the trigger at which point further action must be considered, i.e. length of retention is considered from this point.

Retention period

This column notes the retention period, which is the minimum period of time for which a record should be kept before a disposal action is implemented. The retention period is always calculated from the trigger point, and may be determined by a legislative requirement, by codes of practice or by business need. It may on occasion be necessary to seek professional guidance on the legislative requirements and timescales for the retention of information.

Final Action

This column identifies the appropriate action at the end of the retention period.

Notes

This column includes any explanatory notes regarding the nature of the records or any further information regarding the final action.

COMMITTEE MEETINGS & ADMINISTRATION

Meetings
Membership
Governance
Assessment
Training

Sub-Work Area	Record/S	Trigger	Retention Period	Final Action	Notes
Meetings	Minutes	Final Approval	20 Years	Transfer to PRONI	Minutes to be transferred to PRONI after retention period.
	Draft Minutes	Minutes Approved	-	Destroy	
	Meeting Agenda and Papers	On completion of meeting	6 Years	Destroy	Includes all briefing materials and supporting documentation for the meeting.
	Meeting Schedule	When superseded	-	Destroy	
Membership	Contact Details	When Member leaves/updates required	Update	Retain	Retain up-to-date list of contact details. Remove defunct/out-of-date details immediately
	Biographies/Photos	When Member leaves/updates required	Update	Retain	Retain up-to-date list of biographies/photos. Remove defunct/out-of-date bios/photos immediately
	Letters of Appointment	End of member appointment	3 Years	Destroy	
	Declarations of Interest	End of Member appointment	6 Years	Destroy	
	Correspondence	End of financial year	3 Years	Destroy	
Governance	Terms of Reference	When superseded	3 Years	Destroy	Reviewed and updated annually. Retain old versions for 3 years.
	Standing Orders and Delegations of Authority	-	20 years	Destroy	Reviewed and updated Annually. Retain old versions for 20 years

SUB-WORK AREA	RECORD/S	TRIGGER	RETENTION PERIOD	FINAL ACTION	NOTES
Assessment	Code of Best Practice For Committee Members	When superseded	-	Destroy	Retain up-to-date version.
	Committee Member Handbook and other instructional literature	When superseded	-	Destroy	Retain up-to-date version.
	Annual Committee Assessment Reports	On approval	6 Years	Destroy	Committee Effectiveness Reviews and ARAC Self Assessment
	Documentation used to develop annual assessment reports	On approval of report	3 Years	Destroy	Includes blank and completed questionnaires
	Completed Member Appraisal Forms	End of Member Appointment Term	-	Destroy	
	Correspondence	End of financial year	3 Years	Destroy	
	Training Records	End of Member Appointment Term	6 Years	Destroy	Includes training log and individual member training records
Training	Knowledge & Understanding Framework	When superseded	-	Destroy	Retain up-to-date version
	Training Template	When superseded	-	Destroy	Retain up-to-date version
	Annual Training Event details	Completion of Event	3 Years	Destroy	
	Other Training details	Completion of Event	3 Years	Destroy	

CORPORATE RECORDS

Policies, procedures and guidance

- Internal
- External

Strategic and business planning

- Corporate Plan
- Funding Strategy

Business performance management

Project management

- Approved projects
- Rejected or deferred projects
- All projects

Consultations

- Internal
- External

External liaison

Customer service

- Complaints
- Satisfaction surveys

SUB-WORK AREA	RECORD/S	TRIGGER	RETENTION PERIOD	FINAL ACTION	NOTES
POLICIES, PROCEDURES & GUIDANCE					
Internal	Corporate Policies	When superseded/reviewed	6 Years	Destroy	Most corporate policies reviewed every 3 years. Retain old versions for 6 years. Keep up-to-date version. Includes all corporate policies, including Complaints, FOI, Data Protection, Finance, HR, IT, Procurement, records management and health and safety. For Policies under Scheme Regulations refer to Pension Development.
	Policy Lists	New policy developed/policy reviewed	Update	Retain	Retain up-to-date list of policies on Intranet.
	Procedures	When superseded/reviewed	3 Years	Destroy	Includes all operational procedures across NI LGOSC. Retain old version for 3 years. Keep up-to-date version. For Procedures under Scheme Regulations refer to Pension Development.
	Documentation used to develop policies and procedures	On approval of policy/procedure	3 Years	Destroy	Includes working papers and research carried out in policy development, including drafts documenting changes.
	Organisation Chart	When staff changes occur	Update	Retain	Retain an up-to-date list of staff and posts
	Gifts and Hospitality Register	End of financial year	6 years	Destroy	Archive on an annual basis and keep records for last 6 years

SUB-WORK AREA	RECORD/S	trigger	RETENTION PERIOD	FINAL ACTION	NOTES
	Seal Log	Documents produced that require NILGOSC seal	Permanent	Retain	Permanent retention by NILGOSC
External	DFP Guidance	When superseded	6 Years	Destroy	Retain old versions for 6 Years. Keep up-to-date version. Includes DAOs and guidance on procurement, audit, governance, risk management.
	Best Practice Guidance and Codes of Practice	When superseded	6 Years	Destroy	Retain old versions for 6 Years. Keep up-to-date version. Includes guidance and Codes published by TPR, FRC, ABI, NAO, NIAO, etc
	Reports	On publication of Report	6 Years	Destroy	
STRATEGIC & BUSINESS PLANNING					
Corporate Plan	Corporate Plan		End of financial year	10 years	Destroy
	Working Papers used in development of Corporate Plan		On approval of Plan	3 Years	Destroy
	Vision, Mission, Strategic Aims & Values Statement		When superseded	6 Years	Destroy
Funding Strategy	Funding Strategy Statement	-	Permanent	Retain	Permanent retention by NILGOSC

SUB-WORK AREA	RECORD/S	TRIGGER	RETENTION PERIOD	FINAL ACTION	NOTES
	Employer covenant reviews - review documentation	End of financial year	3 years	Destroy	Includes employer update forms and annual accounts
	Employer covenant reviews – spreadsheet of conclusions and actions	-	Permanent	Retain	Permanent retention by NILGOSC
BUSINESS PERFORMANCE MANAGEMENT					
	SMT Meeting Minutes	Final Approval	6 Years	Destroy	
	SMT Agenda and Meeting Papers	On completion of meeting	3 Years	Destroy	Includes all briefing materials and supporting documentation for the meeting
	Published and signed Annual Report and Accounts	When approved report laid in Assembly	Permanent	Transfer to PRONI	Retain copy for NILGOSC archive. Transfer one copy to PRONI annually.
	Working papers used in development of Annual Report	On publication of final approved report	3 Years	Destroy	
	Corporate Plan Progress Reports	End of financial year	6 Years	Destroy	
	Action Plans	When all actions completed	3 Years	Destroy	Update plan as actions are completed. Retain completed plan for 3 years.
	Monitoring statistics and reports	End of financial year	6 Years	Destroy	
	Data and analysis of performance	End of financial year	6 Years	Destroy	

Sub-Work Area	Record/s	Trigger	Retention Period	Final Action	Notes
PROJECT MANAGEMENT					
Approved projects	Records documenting the design of a project and preparation of formal proposals	Completion of project	10 Years	Destroy	Includes Project Initiation Document (PID) and supporting documentation.
	Records documenting the management of a project	Completion of project	10 Years	Destroy	Includes plans, GANTT charts, budgets, progress reports, highlight reports, risk register, issues log, quality reviews, etc
	Financial records of projects	-	-	-	Financial records managed by the Finance Department.
Project Management Board (PMB) Meeting Minutes	Completion of Project	10 Years	Destroy		
PMB Meeting Agendas and Papers	On completion of meeting	3 Years	Destroy		
Post project evaluation report	Completion of project	10 years	Destroy		
Rejected or deferred projects	Records documenting the design of a project and preparation of formal proposals	Completion of project	6 Years	Destroy	Includes Business Case, Project Initiation Document (PID), specifications and supporting documentation.

SUB-WORK AREA	RECORD/S	TRIGGER	RETENTION PERIOD	FINAL ACTION	NOTES
All projects	Feasibility studies	After issue	10 Years	Destroy	Includes reports, draft reports, working papers and correspondence.
CONSULTATIONS					
Internal	Documents issued for consultation	Publication of final approved document/consultation report	6 Years	Destroy	
	Consultations responses received	Publication of final approved document/consultation report	6 Years	Destroy	
	Consultation report	Publication of report	6 Years	Destroy	Includes all working papers and correspondence used to draft report.
External	Consultation documents	Submission of response	6 Years	Destroy	
	NILGOSC consultation response	Submission of response	6 Years	Destroy	
EXTERNAL LIAISON					
	Meeting Papers and Minutes Notes taken during meetings where formal notes/minutes have been prepared	Completion of Meeting/Issue of Minutes	6 Years	Destroy	All briefing materials and papers associated with attendance at external groups and meetings

SUB-WORK AREA	RECORD/S	TRIGGER	RETENTION PERIOD	FINAL ACTION	NOTES
Presentations and Reports	End of financial year	6 Years	Destroy		
	Correspondence	End of financial year	3 Years	Destroy	
CUSTOMER SERVICE					
Complaints	Customer Complaints	Resolution of Complaint	4 Years	Destroy	The Limitation (NI) Order 1989 provides for complaints to be destroyed 4 years after last action
	Documentation produced in the investigation of complaints	Resolution of Complaint	4 Years	Destroy	Includes meeting minutes, correspondence, record of outcome, appeal documentation
	Complaints Log	End of financial year	4 years	Retain	Retain up-to-date Complaints Log. Archive on annual basis and remove resolved complaints after 4 years.
Satisfaction surveys	Individual Responses	Publication of approved report	3 Years	Destroy	
	Analysis of Responses	Publication of report	3 Years	Destroy	Includes working papers developed in production of final report
	Report	Publication of Report	6 Years	Destroy	

FINANCE

Asset management
Cash book / bank reconciliation
Expenditure and income
External audit
Investment records
Pensions payment management
Staff payroll
Statutory accounting
Taxation

Sub-Work Area	Record/s	Trigger	Retention Period	Final Action	Notes
Asset management	Certificates of disposal	-	Permanent	Retain	Permanent retention by NILGOSC
	Inventory records	-	Permanent	Retain	Permanent retention by NILGOSC
	Depreciation register	-	Permanent	Retain	Permanent retention by NILGOSC
	Asset register	-	Permanent	Retain	Permanent retention by NILGOSC
	Schedule of acquisitions and disposals	End of financial year	6 years	Destroy	
Cash book / bank reconciliation	Account opening details	Account closure	1 year	Destroy	
	Bank advice notes	On receipt	1 year	Destroy	
	Bank Reconciliation Bank Receipts and working documents	End of financial year	6 years	Destroy	
	Bank statements	End of financial year	6 years	Destroy	
	Cash books	End of financial year	6 years	Destroy	

SUB-WORK AREA	RECORD/S	TRIGGER	RETENTION PERIOD	FINAL ACTION	NOTES
	Credit card statements	End of financial year	6 years	Destroy	
Lodgement book counterfoils		-	Until administrative use concluded	Destroy	
Audit records of monies received and receipted electronically (or otherwise)		End of financial year	6 years	Destroy	
Expenditure and Income	Purchase Orders and Invoices received	End of financial year	6 years	Destroy	
Delivery Notes Goods Received Notes		End of financial year	6 years	Destroy	
BACS Listings and supporting documentation		End of financial year	6 years	Destroy	
Cheque requisitions orders		End of financial year	6 years	Destroy	
Petty Cash vouchers Petty Cash reimbursement claims		End of financial year	6 years	Destroy	
Authorised signatory lists		Change of signatories	1 year	Destroy	
Issued invoices and credit control documentation		End of financial year	6 years	Destroy	
External audit	Report To Those Charged With Governance	Final Agreement	6 Years	Destroy	
	Annual Opinion	Final Agreement	6 Years	Destroy	

SUB-WORK AREA	RECORD/S	TRIGGER	RETENTION PERIOD	FINAL ACTION	NOTES
	Other Reports	Final Agreement	3 Years	Destroy	
	Documentation used in the course of the annual external audit	Publication of Audit Report	3 Years	Destroy	Including Audit Timetable
Investment records	Fund manager and custodian reports for securities, property, unit trusts and venture capital Property portfolio analysis spreadsheets Custodian KPI reports, MI reports and reconciliation reports Fund manager and custodian control reports	End of financial year	6 years	Destroy	
	Summary of investments	End of financial year	2 years	Destroy	
	Treasury management information, including short term deposit details	End of financial year	6 years	Destroy	
Pensions payment management	Late contributions BACS report and payment checklist Cheque payment transfer form	End of financial year	6 years	Destroy	
Staff payroll	Claims for additional payments (overtime claims, mileage claims, expenses claims) Employee Pay Records P11s etc	End of financial year	6 years	Destroy	
	Salary rates register	End of financial year	6 years	Destroy	

SUB-WORK AREA	RECORD/S	TRIGGER	RETENTION PERIOD	FINAL ACTION	NOTES
Statutory accounting	Statutory end of year returns to Inland Revenue	End of financial year	6 years	Destroy	
	Summary employee pay reports Payslips	End of financial year	6 years	Destroy	
	SAGE payroll backups SAGE payroll data - current and historical	End of financial year	6 years	Destroy	
	Income Tax records National Insurance records	End of financial year	6 years	Destroy	
	Annual budget	End of financial year	6 years	Destroy	
Cashflow statements Receipts and Payments Analysis	-	Until administrative use concluded		Destroy	
	Creditor listings and reports Debtor listings and reports	End of financial year	6 years	Destroy	
	Monthly and quarterly management accounts Month end close information	End of financial year	2 years	Destroy	
	Published and signed Annual Report and Accounts	See Corporate Records			
Annual reports – working papers Records of all accounting transactions WGA annual submissions IAS19/FRS17 reports		End of financial year	6 years	Destroy	
		End of financial year	6 years	Destroy	
		End of financial year	6 years	Destroy	

SUB-WORK AREA	RECORD/S	TRIGGER	RETENTION PERIOD	FINAL ACTION	NOTES
	Statistical returns	End of financial year	6 years	Destroy	
	TAS backups TAS data	End of financial year	6 years	Destroy	
Taxation	Income Tax records, including investment related tax records	End of financial year	6 years	Destroy	
	VAT records	End of financial year	6 years	Destroy	

GOVERNANCE

Internal audit

Risk management

- Risk
- Internal control
- Business continuity

Equality

Fraud

Sub-Work Area	Record/S	Trigger	Retention Period	Final Action	Notes
INTERNAL AUDIT					
Internal audit	Advice and Correspondence	End of Financial Year	3 Years	Destroy	
	Audit Reports	Final Agreement	6 Years	Destroy	
	Annual Assurance Statement	Final Agreement	6 Years	Destroy	
	Audit Terms of Reference	Completion of Audit	3 Years	Destroy	
	Other Reports	Final Agreement	3 Years	Destroy	Includes quarterly progress reports and KPI monitoring reports and supporting documentation
Strategies and Plans	Completion of Strategy/Plan	1 Year	Destroy		Including 5 Year Strategic Plan, Annual Plan and Schedules
Public Sector Internal Audit Standards	When superseded	-	Destroy		Retain up-to-date version
RISK MANAGEMENT					
Risk	Risk Register	On approval	10 Years	Destroy	
	Assurance Statements	End of Financial Year	6 Years	Destroy	
	Risk Reports	On approval	6 Years	Destroy	Includes SMT, ARAC and Management Committee quarterly and annual risk reports and risk assessment reports

SUB-WORK AREA	RECORD/S	TRIGGER	RETENTION PERIOD	FINAL ACTION	NOTES
Internal control	Documentation used in production of risk register, risk assessments and reports	Approval of Risk Register/Reports	3 Years	Destroy	Includes outstanding action table, progress updates, workshop documentation and correspondence
	Guides and Publications	When superseded	-	Destroy	
	Framework	When superseded	-	Destroy	
	Assurance Statements	End of Financial Year	6 Years	Destroy	Assurance Statements issued to the DoE
Governance	Governance Statements	On approval	6 Years	Destroy	Annual Statement for publication in Annual Report
	Governance Policy Statement	On approval	Permanent	Retain	Required under Scheme Regulations. Permanent retention by NILGOSC
	Reports	On approval	3 Years	Destroy	Includes compliance audit reports and exception reporting
	Documentation used in production of Statements and compliance audits	On approval on Statements/Reports	3 Years	Destroy	
Business continuity	Business Continuity Plan (BCP)	When superseded	-	Destroy	Retain current version
	Team Operational Plans (TOPs)	When superseded	-	Destroy	Retain current version

SUB-WORK AREA	RECORD/S	trigger	RETENTION PERIOD	FINAL ACTION	NOTES
BCP	Emergency Contact Directory	When superseded	-	Destroy	Retain current version
	BCP Reports on Tests/Incidents	On completion of test/incident	6 Years	Destroy	
	Documentation used in development of BCP, TOPs and Tests	On approval of BCP/TOP or completion of test/incident	3 Years	Destroy	
	Guides and Publications	When superseded	-	Destroy	
EQUALITY					
Equality	Disability Action Plan	End of Plan period/new Plan approved	7 Years	Destroy	
	Equality Scheme	On approval by ECNI	Permanent	Retain	Permanent retention by NILGOSC
Annual Reports to Equality Commission	On submission of report	7 Years	Destroy		
Annual Equality Statement	On approval	7 Years	Destroy		
Equality Impact Assessments	On publication of EQIA Report	7 Years	Destroy		
Policy Screening Forms and Reports	On approval	Life of Policy	Destroy		Retain for life of policy or until policy is revoked or reviewed

SUB-WORK AREA	RECORD/S	TRIGGER	RETENTION PERIOD	FINAL ACTION	NOTES
Section 75 Consultation Database	New Consultation/Updates Required	Update	Retain	Destroy	Retain current version permanently. Delete defunct/incorrect contact details
	Subject specific files on equality issues	When issue resolved	7 Years	Destroy	
	Documentation and research used in development of Equality Scheme/EQIAs	On publication of Equality Scheme/EQIA Report	20 Years	Destroy	
	Fair Employment Monitoring	See Human Resources			
FRAUD					
Fraud	Annual Fraud Report	End of Financial Year	6 Years	Destroy	
	Fraud Reports	End of Financial Year	6 Years	Destroy	Includes Anti-Fraud and Whistleblowing reports & NFI progress reports to Doe
	Reported Fraud – Case Documentation	When case resolved/closed	6 Years	Destroy	Includes DFP Fraud Notifications and reports to PSNI
	DFP Fraud Notification Proforma	When superseded	-	Destroy	Retain up-to-date version
Fraud Risk Assessment	On publication of report	6 Years	Destroy	Documentation used to undertake risk assessment and resulting report	
	NFI Data Uploads	Successful Upload	3 months	Destroy	

Sub-Work Area	Record/s	Trigger	Retention Period	Final Action	Notes
NFI Monitoring and Investigation documentation	NFI Monitoring and Investigation documentation	Completion of exercise	6 years	Destroy	Records created through the NFI data matching and mortality screening exercises.
	Correspondence	End of Financial Year	3 Years	Destroy	

HEALTH & SAFETY

Accidents / incidents / occupational health
Assessments, reports and procedures
Training records

Sub-work area	Record/s	Trigger	Retention Period	Final Action	Notes
Accidents / incidents / Occupational health	Incident, near miss and dangerous occurrence reports (and any investigation report)	Date created	6 years (NB If a minor involved, reports to be retained until later of 6 years post report or age 18)	Destroy	
	Documents related to work place injury	Date of incident	Until age 100	Destroy	This includes accident/incident reports, investigation reports, RIDDOR reports, sick notes related to an industrial injury
	Occupational health records relating to any individual accident or to the working environment, involving asbestos, chemicals (COSHH) or personal protection equipment	Date of incident	Until age 100	Destroy	
H&S and fire safety risk assessments	Date completed	6 years	Destroy		
Assessments, reports and procedures	H&S and fire safety contractor assessments and reports	Date of issue	6 years	Destroy	
	Fire safety logs	End of financial year	6 years	Destroy	
	Evacuation Procedures	-	Until superseded	Destroy	
Training records	H&S training log (first aiders, fire marshals and H&S reps)	End of financial year	6 years	Destroy	

HR

Absence
Attendance
Disciplinary, grievance and harassment investigations
Employment related claims
Employee personnel files
Fair employment monitoring
Industrial relations
Learning & development
National minimum wage
Personnel management
Reception
Recruitment and selection
Redundancy
Rotas
Working time

Sub-Work Area	Record/s	Trigger	Retention Period	Final Action	Notes
Absence	Absence monitoring reports showing dates and causes of sick leave	Date of report	Until age 72 ¹	Destroy	
Attendance / Working Time ²	Annual and statutory leave entitlements Attendance data Reception 'sign in' sheets	End of financial year	3 years	Destroy	
	Annual leave sheets ^{2/3} Flexi leave sheets ^{2/3}	End of financial year	3 years	Destroy	
	Occupational Health referrals and reports Health declaration	-	Until age 100 ¹	Destroy	
	Information related to disciplinary action which results in changes to terms and conditions, salary or allowances	-	Until age 72 ¹	Destroy	
Disciplinary, Grievance and Harassment Investigations	Employment Tribunal Applications	Termination of proceedings	6 years	Destroy	
Employment related claims	Claims related correspondence and documents, including personnel, medical and tribunal records	File closure	6 years	Destroy	

¹ National Archives, Records Management Retention Scheduling, Employee Personnel Records, March 2006

² Statutory provisions / authority: The Working Time Regulations 1998

³ Statutory provisions / authority: Data Protection Act 1998

SUB-WORK AREA	RECORD/S	TRIGGER	RETENTION PERIOD	FINAL ACTION	NOTES
Employee personnel files	<p>Personal employee information including⁴:</p> <ul style="list-style-type: none"> • Current address • job description and job specification letters of offer • referee reports (employment and bank/building society) • qualifications • salary information • induction training records • probation report • absence records • sickness absence details (including sick notes not related to personal injury) • training application forms • study support information • exam results • competency applications and portfolios • special leave requests • career break documentation • work/life balance requests • maternity/paternity records • job evaluation results • honoraria payments • disciplinary records (investigation records, notes of meetings, interviews, outcomes, appeals) • grievance records (notes of meetings, interviews, outcomes, termination notice • resignation 	<p>Termination of employment</p> <p>6 years⁵*</p>	<p>* In the event of a claim, file to be retained until case is closed</p>	Destroy	

⁴ Statutory provisions / authority: Data Protection Act 1998; Working Time Regulations 1998; Limitation Act 1980; Employment Rights (NI) Order 1996; Employment (NI) Order 2003; Dispute Resolution Regulations (NI) 2004.

⁵ National Archives, Records Management Retention Scheduling, Employee Personnel Records, March 2006

SUB-WORK AREA	RECORD/S	TRIGGER	RETENTION PERIOD	FINAL ACTION	NOTES
	<ul style="list-style-type: none"> • redundancy • retirement • exit interviews • staff photo • death • dismissal 				
	Appraisals (or assessment reports) for last five years of service	-	Until age 72 ⁶	Destroy	
	Terms and conditions of employment Job history (consolidated record of whole career) Termination and/or retirement letters Death certificates	-	Until age 100 ⁵	Destroy	
Fair employment monitoring	Annual reports Article 55 3 year reports	-	Permanent	Retain	Permanent retention by NILGOSC
Industrial relations	TU Agreements	Ceases to be effective	10 years	Destroy	
Learning & development	Student placement documents ⁷ Disability placement documents	Termination of placement	1 year (except where an incident/ accident/ complaint has occurred)	Destroy	

⁶ National Archives, Records Management Retention Scheduling, Employee Personnel Records, March 2006

⁷ Statutory provisions / authority: Data Protection Act 1998

SUB-WORK AREA	RECORD/S	TRIGGER	RETENTION PERIOD	FINAL ACTION	NOTES
National Minimum Wage	Training event details Training plans Training log	End of financial year	6 years	Destroy	
	Training materials Training presentations	-	Until superseded	Destroy	
	Competency Scheme	-	Permanent	Retain	Permanent retention by NILGOSC
Personnel management	National minimum wage records ⁸	End of pay ref. period following the one covered by the records	3 years	Destroy	
Reception	Internet documents reports (<i>if action is warranted these records will move to form part of a disciplinary / investigation record</i>)	Date of report	12 months	Destroy	
Recruitment & selection	Staff changes Staff list Donations / flowers Post log Job advertisements Vacancy information Shortlisting reports/matrix	- Date of gift End of each week Closure of competition	Until superseded 3 years 2 years 4 years	Destroy Destroy Destroy	

⁸ Statutory provisions / authority: National Minimum Wages Act 1998

SUB-WORK AREA	RECORD/S	TRIGGER	RETENTION PERIOD	FINAL ACTION	NOTES
Recruitment & selection	Job Descriptions Job Specifications	-	4 years or until superseded	Destroy	
	Application forms – successful (held on employees' personal files)	Termination of employment	6 years	Destroy	
	Applications (or agency CVs) – unsuccessful (and reserves) <ul style="list-style-type: none"> • Application forms • Monitoring forms 	Closure of competition	4 years	Destroy	
	Unsolicited applications or CVs	Reply / response	Immediate	Destroy	
	Checklists Forms Tests Questions	-	3 years or until superseded	Destroy	
	Shortlisting feedback	Closure of competition	2 years	Destroy	
	Recruitment/appointment of Committee doctors <ul style="list-style-type: none"> • Successful candidates 	Termination of contract	4 years	Destroy	
	Recruitment/appointment of Committee doctors <ul style="list-style-type: none"> • Unsuccessful candidates 	Notification to candidate	4 years	Destroy	
	Redundancy Calculation of redundancy payments Notification to Secretary of State Redundancy records Redundancy refunds	Termination of employment	4 years	Destroy	

SUB-WORK AREA	RECORD/S	TRIGGER	RETENTION PERIOD	FINAL ACTION	NOTES
Rotas	Kitchen rota Reception rota	-	Until superseded	Destroy	

INFORMATION MANAGEMENT

Data Protection Act
Freedom of Information Act
Records Management

SUB-WORK AREA	RECORD/S	TRIGGER	RETENTION PERIOD	FINAL ACTION	NOTES
Data Protection Act	Data protection registration information	Expiration of annual registration	6 years	Destroy	
	Data Sharing Agreements / Data Processing Agreements	End of contract	6 years	Destroy	
	Subject Access Requests ⁹	Last action	6 years	Destroy	Correspondence and associated papers relating to the receipt of and processing of formal Subject Access Requests made under the provisions of the Data Protection Act 1998.
	Subject Access Requests register	End of financial year	6 years	Destroy	Archive on an annual basis and keep records for last 6 years
Freedom of Information Act	Freedom of Information requests ¹⁰	Last action / response	10 years	Destroy	
	Freedom of Information Publication Scheme	When superseded	6 years	Destroy	
	Freedom of Information requests register	End of financial year	6 years	Destroy	Retain up-to-date FOI request register. Archive on annual basis and keep records for last 6 years

⁹ Statutory provisions / authority: Data Protection Act 1998

¹⁰ Statutory provisions / authority: Freedom of Information Act 2000

Sub-Work Area	Record/s	Trigger	Retention Period	Final Action	Notes
Compliance	Data incident log	End of financial year	6 years	Destroy	Archive on an annual basis and keep records for last 6 years
	Data incident reports	Last action	6 years	Destroy	Includes documentation in respect of each specific data incident
Records management	Deleted files register	-	Permanent	Retain	Permanent retention by NILGOSC
	File plans	When superseded	-	Destroy	
	Information Asset Register	When superseded	-	Destroy	
	Retention and Disposal Schedule	When superseded	1 copy retained permanently for archive	Retain	Permanent retention by NILGOSC

INSURANCE

Policies

Register of insurance provided by broker

Claims files

SUB-WORK AREA	RECORD/S	TRIGGER	RETENTION PERIOD	FINAL ACTION	NOTES
Policies	Employer's Liability policy (may also be referred to as Combined Liability if Public and Employer's cover have been placed jointly) ¹¹	-	Permanent	Retain	Permanent retention by NILGOSC
	All other insurance policies including legal expenses, personal accident, professional indemnity, property etc, including any endorsements	Expiry of policy	6 years after policy expiry	Destroy	
	Employee insurance policies	Expiry of policy	2 years after policy expiry	Destroy	
Additional / amendments to policies	Routine correspondence to be held in central insurance file. Any endorsements to be placed with original insurance policy documentation and kept securely	Closure of file	6 years	Destroy	
Register of insurance provided by broker	Register providing brief synopsis of type and levels of cover	Expiry of policy	6 years	Destroy	
Claims files	Employer's and Public Liability claims files ¹² Correspondence and related papers between NILGOSC, solicitors, insurer, specialist advisers, medical profession etc regarding the settlement of a claim Claims are not always followed through by complainants. Insurers may decide to close files without payment or cases may	Settlement of claim (including any proposed appeal)	6 years	Destroy	If the case involves a minor, file to be retained for 6 years after he/she turns 18

¹¹ Statutory provisions / authority: Employer's Liability (Compulsory Insurance) (Amendment) Regulations (NI) 2009

¹² Statutory provisions / authority: Law Society of NI Guidelines

SUB-WORK AREA	RECORD/S	TRIGGER	RETENTION PERIOD	FINAL ACTION	NOTES
	be repudiated. In such circumstances claims could be re-opened in line with the age rules outlined under Incident/ Accident reports above				
Claims files	Property claims files	Settlement of claim	6 years	Destroy	

INVESTMENT

Investment records

- Asset allocation
- Investment mandates
- Investment monitoring
- Fee monitoring
- Instruction letters
- Commission recapture
- Stocklending
- Investment holdings
- AVC performance (AVC Annual Report and documentation)
- Local investment
- Investment advisor
- Custodian

Responsible investment

- Guidance
- Policies and statements
- Proxy voting
- Engagement
- LAPFF
- UNPRI
- Class actions
- External audit

Sub-Work Area	Record/s	Trigger	Retention Period	Final Action	Notes
Investment					
Asset allocation	Statement of Investment Principles (SIP)	When a change is made to asset allocation or to SIP in general	Permanent	Retain	Permanent retention by NILGOSC
	Asset Allocation Reports and other records documenting changes to the asset allocation	On agreement of final report	20 Years	Destroy	Includes reports outlining the outcome of the asset allocation review meeting and any other reports relating to recommendations or a change to the asset allocation.
	Records documenting organisation of asset allocation review meeting and meeting papers	On agreement of final asset allocation review report	3 years	Destroy	
Investment mandates	Investment Management Agreements (IMAs)/contracts and side letters or any other records relating to the terms of the IMA/contract	On termination of IMA/contract	20 Years	Destroy	
	Authorised Signatory List (ASL) for investment related matters	When a change is required to the list	Update	Retain	An up-to-date ASL for investment should be retained. Issue updated list to relevant contacts immediately
	Records documenting the development of new mandates or changes to existing mandates	On agreement of new IMA/contract or change to exiting IMA/contract	6 Years	Destroy	Will include draft IMAs, advice and correspondence, analysis and reports

SUB-WORK AREA	RECORD/S	TRIGGER	RETENTION PERIOD	FINAL ACTION	NOTES
Investment monitoring	Investment Monitoring Guidelines	When superseded	3 Years	Destroy	Retain most up-to-date Guidelines. Destroy old versions after 3 years
	Investment Monitoring Scorecard Reports	On approval of Scorecard report	6 Years	Destroy	
	Records documenting the preparation and outcome of the Scorecard report	On approval of Scorecard Report	1 Year	Destroy	Will include draft report, correspondence and fund manager notification of outcome
	Fund Manager Briefing Reports	On termination of the mandate	2 Years	Destroy	
	Reports and updates provided by Fund Managers	On termination of the mandate	3 Years	Destroy	Will include quarterly performance reports and other reports and correspondence relating to the monitoring of the mandate, including team changes, performance, litigation, etc.
	Performance Reports	End of Reporting Period	10 Years	Destroy	Will include quarterly reports from the custodian and investment advisor regarding performance and valuation of the Fund and performance of Fund Managers
Performance monitoring records, including:		End of Reporting Period	6 Years	Destroy	
<ul style="list-style-type: none"> - CIPFA Scotland Group Data - Corporate Plan reporting - Annual Report Data 					

SUB-WORK AREA	RECORD/S	TRIGGER	RETENTION PERIOD	FINAL ACTION	NOTES
	Investment Contact Spreadsheets	When change made to contacts	Update	Retain	Retain an up-to-date list of investment contacts. Remove defunct/out-of-date contacts immediately
	General correspondence regarding investment monitoring	End of calendar year	2 Years	Destroy	Will include correspondence to and from fund managers, custodian and investment advisor
Fee monitoring	Records documenting queries about and/or changes to investment management fees	Termination of mandate	2 Years	Destroy	
	Fee review records	On agreement of review report	6 Years	Destroy	Will include advice, reports and correspondence
	Fee spreadsheet	When change made to fee structure	Update	Retain	Retain an up-to-date list of fees. Remove defunct/out-of-date fee data immediately
	Disclosure Reports - Transaction Fees	On termination of mandate	2 Years	Destroy	
	Records documenting the monitoring and reporting against transaction fees, including FX	End of reporting period	6 Years	Destroy	Will include reports and correspondence to and from Fund Managers and reports to the Committee
Instruction letters	Letters and correspondence relating to authorised investment instructions	On execution of instruction	6 Years	Destroy	
	Dealing Dates	End of financial year	-	Destroy	Retain up-to-date list of dealing dates.

SUB-WORK AREA	RECORD/S	TRIGGER	RETENTION PERIOD	FINAL ACTION	NOTES
Commission recapture	Records documenting details of the commission recapture programme and activity	End of financial year	6 Years	Destroy	Will include statements, reports and correspondence from State Street Brokers
Stocklending	Records documenting details of the stocklending programme and activity	End of financial year	6 Years	Destroy	Will include custodian data, reports and correspondence
	Stocklending Income and Loan spreadsheets	End of financial year	6 Years	Destroy	Keep up-to-date spreadsheets. Remove data 10 years after end of current financial year.
Investment Holdings	Records documenting investment holdings	End of financial year	6 Years	Destroy	Will include annual equity holdings reports and holdings transaction reports and correspondence
AVC performance	Records documenting the performance of AVC funds	End of financial year	6 Years	Destroy	Will include performance reports and correspondence from AVC provider and data and correspondence provided to AVC provider
	Annual AVC Performance Report	Approval of report	6 Years	Destroy	Produced by investment advisor
	AVC Annual Report and documentation	Approval of report	6 years	Destroy	
Local Investment	Local Investment Sub-Group Terms of Reference	When superseded	3 Years	Destroy	Retain up-to-date version

Sub-Work Area	Record/s	Trigger	Retention Period	Final Action	Notes
Records documenting the work and activity of the Local Investment Sub-Group	At the end of life/termination of the investment	6 Years	Destroy	Will include meeting papers, reports and correspondence considered relating to the work of the Sub-Group and local investment considerations	
	Records documenting the monitoring of local investments	At the end of life/termination of the investment	10 Years	Destroy	Will include reports, correspondence and other relevant documentation for local investments, including VC Funds and Invest NI Growth Loan Fund.
Investment Advisor	Investment Advice	End of financial year	20 Years	Destroy	Will include correspondence and reports providing advice and recommendations on investment matters.
	Fund Performance Monitoring Reports	End of Reporting Period	10 Years	Destroy	
	Market Reports and Updates	End of financial year	3 years	Destroy	
	Investment Advisor Review Template and Guidance	When superseded	2 Years	Destroy	Retain up-to-date template and guidance on process for reviewing performance of investment advisor. Destroy older versions after 2 years
	Records documenting the review of investment advisor performance	On approval of final report	3 Years	Destroy	Will include analysis, correspondence and report relating to the review of the investment adviser

SUB-WORK AREA	RECORD/S	TRIGGER	RETENTION PERIOD	FINAL ACTION	NOTES
Custodian	Custodian Advice	End of financial year	10 Years	Destroy	Will include correspondence, reports and related documents providing advice and recommendations on custody matters.
	Fund Performance Monitoring Reports	End of Reporting Period	10 Years	Destroy	
	Reports provided at request of NILGOSC on ad-hoc basis	End of reporting period	2 Years	Destroy	May include holdings reports, transaction reports, accounting reports, etc
	Records documenting the monitoring of custodian performance	On approval of performance review report	3 Years	Destroy	Will include KPIs reports, reviews, correspondence and other documents related to monitoring the performance of the custodian
RESPONSIBLE INVESTMENT		When superseded	Update	Retain	Retain up-to-date Best Practice Guidance and Codes.
Guidance	Best Practice Guidance and Codes relating to ESG, including the Corporate Governance Code, ABI Remuneration Principles and guidance published by NAPF, LAPFF, etc				
Policies and statements	NILGOSC Statements and Policies relating to ESG, including Statement of Responsible Investment, Stewardship Statement and Climate Risk Statement	On approval of new/updated Statement/Policy	3 Years	Destroy	Retain up-to-date Statements and Policies. Destroy older versions after 3 years.
	Records documenting the development of new Statements/Policies or changes to existing ones	On approval of new/updated Statement/Policy	2 Years	Destroy	Will include drafts, advice and correspondence

Sub-Work Area	Record/S	Trigger	Retention Period	Final Action	Notes
Proxy voting	Voting Policies and Guidelines	On approval of new/updated Policy and Guidelines	3 Years	Destroy	Retain most up-to-date Policy and Guidelines. Destroy older versions after 3 years.
	Records documenting the development of new policy and guidelines or changes to existing ones	On approval of new/updated Policy and Guidelines	1 Year	Destroy	Voting Policy and Guidelines updated on an annual basis.
	Research Reports	On conclusion of meeting	6 Years	Destroy	
	Voting Activity Reports	End of financial year	6 Years	Destroy	
	Annual Review of Proxy Voting Report	End of Reporting Period	6 Years	Destroy	
	Records created in the drafting and production of the Annual Review of Proxy Voting Report	On approval of final report	2 Years	Destroy	Will include analysis, drafts and correspondence from and to the proxy voting provider
	Spreadsheets recording details of proxy voting	End of Reporting Period	6 Years	Destroy	Will include Voting spreadsheet and Shareholder Resolution spreadsheet
	Power of Attorney (PoA) Schedule	When a change is made to schedule	Update	Retain	Retain up-to-date schedule of PoAs in place. Remove defunct/out-of-date PoA details immediately
	PoAs	On expiry	3 Years	Destroy	Keep up-to-date PoA. Destroy older versions after 3 years

SUB-WORK AREA	RECORD/S	TRIGGER	RETENTION PERIOD	FINAL ACTION	NOTES
Engagement	Records documenting the process of drafting and implementing PoAs	On approval/finalisation of PoA	2 Years	Destroy	Will include drafts and correspondence with Broadridge, custodian, notary and consulates
	General correspondence regarding proxy voting	End of financial year	2 Years	Destroy	May include queries from Members and other third parties
	Fund Manager Engagement Reports	End of Reporting Period	3 Years	Destroy	Where engagement reports are included in quarterly performance reports, use retention period for these reports (see Investment)
LAPFF	LAPFF Engagement Reports	End of Reporting Period	3 Years	Destroy	
	Company Engagement Letters	End of financial year	6 Years	Destroy	Will include letters issued by NILGOSC and any replies and further correspondence
	Records documenting details of collaborative engagements	End of engagement process	10 Years	Destroy	
LAPFF	Company Engagement spreadsheet	End of financial year	6 Years	Retain	Retain up-to-date list of company engagements. Remove data after 6 years.
	Meeting Papers and Minutes	On approval of minutes	6 Years	Destroy	
	Reports, Briefings and Alerts	End of financial year	3 Years	Destroy	
	General Correspondence	End of financial year	2 Years	Destroy	

Sub-Work Area	Record/s	Trigger	Retention Period	Final Action	Notes
UNPRI	Annual Survey Response and Report	On publication of report	6 Years	Destroy	
	Records documenting preparation of response to the annual survey	On publication of report	2 Years	Destroy	Will include analysis, drafts and correspondence with fund managers
	Records documenting participation in UNPRI initiatives	On completion of activity	6 Years	Destroy	Will include reports and correspondence relating to initiative
	Membership documentation	End of financial year	3 Years	Destroy	
	Reports and Publications	When superseded -	-	Destroy	Retain current reports and publications. Destroy old/non-relevant publications
	Holdings Reports	End of financial year	30 Years	Destroy	
	Records documenting participation in a class action	On conclusion/settlement of the action	6 Years	Destroy	Will include reports, data and correspondence provided to and from NILGOSC, the custodian and class action lawyers
	Monitoring Reports	End of Reporting Period	3 Years	Destroy	Reports and correspondence from class action lawyers detailing potential class actions for participation
Class Actions	General correspondence	End of financial year	2 Years	Destroy	May include general correspondence from class action lawyers, custodian and other third parties relating to class actions

IT

Pension software administration
Archived spreadsheets
Hardware management
IT security
Network management
Software management
Support
Telephony
Website

SUB-WORK	RECORD/S	TRIGGER	RETENTION PERIOD	FINAL ACTION	NOTES
Pension software administration	Combined pension forecast General reports	Date forecast / report generated	3 years	Destroy	
	Annual returns	Completion of annual exercise	13 Years ¹³	Destroy	Annual return spreadsheets re NILGOSC staff
	Annual returns mailbox	End of financial year	6 years	Destroy	
	Data extracts	Date extract produced	3 years	Destroy	
	Journal reports	End of financial year	10 years	Destroy	Journal reports are taken from the pension software system. The reports record actions taken on member records, who performed the action and when.
	End of year statistics – including Member statistics and Employing Authority statistics	-	Permanent	Retain	Permanent retention by NILGOSC
	Factor tables		Until end of administrative use	Destroy	Historic list from pensions administration system

¹³ Retention in line with Scheme Regulations

Sub-Work	Record/s	Trigger	Retention Period	Final Action	Notes
	Pension software processing documents	End of financial year	3 years	Destroy	Reports taken from the pension software system. The reports confirm when records were created/amended on the pensions administration system, e.g. new members created through automatic enrolment
Archived spreadsheets	Spreadsheets held in archived files	Creation of archive file	Until end of administrative use	Destroy	Includes: Automatic Enrolment spreadsheets for new members and optants out, Councillors' spreadsheets, Strike breaks spreadsheets, Hour change spreadsheets
Hardware management	Hardware Asset Register	-	Permanent	Retain	Permanent retention by NILGOSC
	Hardware Acquisition forms Software Acquisition forms	End of life of equipment	1 year	Destroy	
	IT Disposal Register	-	Permanent	Retain	Permanent retention by NILGOSC

SUB-WORK	RECORD/S	TRIGGER	RETENTION PERIOD	FINAL ACTION	NOTES
IT Security	Joiner requests Leaver requests Mover requests Server Room Access Logs	Date of request	1 year	Destroy	
		End of financial year	3 years	Destroy	
	Passwords secure documents	-	Permanent	Retain	Permanent retention by NTLGOSC
	SSL certificates	End of life of certificate	Life of certificate plus 1 year	Destroy	
Network management	Other secure documents, for example Passwords, IT security information, Microsoft information.	Date of creation / receipt of document	6 years	Destroy	
	Configuration details for:	-	Until superseded	Destroy	
	<ul style="list-style-type: none"> • Broadband • Cabling • Firewall • Phone system • Unix management 				
Issues relating to:	General issues re IT support	Resolution of issue	1 year	Destroy	
	Broadband	Resolution of issue	3 years	Destroy	
	<ul style="list-style-type: none"> • Cabling • Firewall • Phone system • Unix management 				
Monitoring data	Monitoring reports	End of financial year	3 years	Destroy	

Sub-work	Record/s	Trigger	Retention Period	Final Action	Notes
Software management	Correspondence	Date of receipt / date correspondence sent	3 years	Destroy	
	Software licence documentation; audits	Cancellation of licence	3 years	Destroy	
	Support requests / issues	Last action on request	1 year	Destroy	
	User Accounts *	Closure of account	1 year	Destroy	Deleted from computer storage by IT staff
	User E-mail mailboxes *	Closure of account	3 years	Destroy	E-mail mailbox deleted from computer storage by IT staff
	* When employees leave NILGOSC, their line manager must check their e-mail mailboxes for any documents which should be retained before the mailbox is deleted from computer storage				
	Health check reports: server down time	Date of report	6 years	Destroy	
Support	Service Level Agreement ¹⁴	End of agreement	6 years	Destroy	
	Support provider contract ¹⁵	Contract expiry	6 years	Destroy	
	Support provider correspondence	Contract expiry	6 years	Destroy	

¹⁴ Where there is a tender for support services, documentation will be held by Finance (See Procurement)
¹⁵ Where there is a tender for support services, documentation will be held by Finance (See Procurement)

SUB-WORK	RECORD/S	TRIGGER	RETENTION PERIOD	FINAL ACTION	NOTES
Telephony	Support provider issues	Contract expiry	6 years	Destroy	
	Support provider warranties ¹⁶	End of warranty agreement	6 years	Destroy	
Website	Documents created in respect of telephony	End of financial year	3 years	Destroy	Includes statistics, management information documents, call logs etc
	Website update forms	End of financial year	1 year	Destroy	Papers copies of website update forms

¹⁶ Where there is a tender for support services, documentation will be held by Finance (See Procurement)

LEGAL SERVICES

Legal advice

- Operation of NILGOSC
- Employment matters
- Contracts

Litigation

- General
- Legal claims
- Legal precedents

SUB-WORK AREA	RECORD/S	TRIGGER	RETENTION PERIOD	FINAL ACTION	NOTES
LEGAL ADVICE					
Operation of NILGOSC	Legal Interpretation and Advice	On completion	Permanent	Retain	<p>Permanent retention by NILGOSC</p> <p>The activities associated with interpreting legal provisions that apply to NILGOSC and providing opinions and advice on legal matters to NILGOSC. Includes records documenting advice requested by, and provided to, NILGOSC concerning:</p> <ul style="list-style-type: none"> - Interpretation of legislation affecting NILGOSC's legal framework, investments, governance, responsibilities or operations - Proposals for new legislation affecting NILGOSC - NILGOSC's relationship with external bodies
Employment matters	Advice on human resources matters - non litigation	On completion	Permanent	Retain	<p>Permanent retention by NILGOSC</p> <p>Advice on human resources and industrial relations matters</p>
	Advice on employment litigation	On completion	Permanent	Retain	<p>Permanent retention by NILGOSC</p> <p>Litigated employment matters</p>

SUB-WORK AREA	RECORD/S	TRIGGER	RETENTION PERIOD	FINAL ACTION	NOTES
Contracts	Legal advice and activities in managing the processes associated with negotiation, establishment, maintenance and review of contracts.	See Procurement			
LITIGATION					
General	Records documenting the process of managing, undertaking or defending for or against litigation on behalf of NILGOSC which does not set legal precedents	On completion	Permanent	Retain	Permanent retention by NILGOSC Can include, but is not limited to, documents created as a result of a damages claim, judicial review, breach of contract, FOI as well as records that have been prepared in response to litigation.
Litigation – Legal claims	Records documenting the process of handling claims by or against NILGOSC which do not proceed to litigation or settlement by agreement	Completion and determination of matter – date of settlement or formal withdrawal of complaint	Permanent	Retain	Permanent retention by NILGOSC
Litigation – Legal precedents	Records documenting litigation between NILGOSC and third parties where legal precedents are set	-	Permanent	Retain	Permanent retention by NILGOSC

PENSION DEVELOPMENT

Employer records
Actuarial work
Pension software system
Communications
Scheme changes
Scheme Legislation & Regulations
HMRC
Government Actuary Department
Registers
'Preston' part-time pension cases
Procedure manual
Routine correspondence
Reinstatements

Sub-Work Area	Record/s	Trigger	Retention Period	Final Action	Notes
Employer records	Formal records documenting and provided in support of the admission, operation and cessation of employing authorities in the Scheme	Date of last pension in payment in respect of employer	25 years	Destroy	Will include all formal agreements, forms and correspondence issued between NILGOSC and the employer, such as: <ul style="list-style-type: none">• Admission• Agreements• Apportionment• Agreements• Guarantee• Agreements• Calculations• Actuarial Reports• Correspondence
	Non-formal records created through routine correspondence with employing authorities	End of financial year	6 Years	Destroy	Will include: <ul style="list-style-type: none">• General/Routine correspondence• Data Collection sheets• Performance reports• Statistics
Service Level Agreements (SLA)		When superseded	3 Years	Destroy	Retain up-to-date SLA. Destroy old versions after 3 years.
Records documenting the establishment of and reporting against the SLA		End of financial year	6 Years	Destroy	Retain up-to-date log of employer details. Remove out-of-date defunct details immediately
Employer Database	When a change/update is required		Update	Retain	

SUB-WORK AREA	RECORD/S	TRIGGER	RETENTION PERIOD	FINAL ACTION	NOTES
	Employer signatory list	When superseded	Update	Retain	Retain up-to-date signatory list for each employer.
	Employer Internet – Register of Changes	End of financial year	60 years	Destroy	Records detail of each file received from employer and the change made e.g. address change, hour change and processing log.
	Pay and Pension Disclosures	End of financial year	6 years	Destroy	Letters going out to employers advising of the pay and pension disclosures for their accounts.
	Annual returns	End of financial year	15 years	Destroy	
Actuarial work	Triennial Valuation Report	When final report agreed	Permanent	Retain	Permanent retention by NILGOSC.
	Records documenting and provided in support of the triennial valuation reporting process	When final report agreed	10 Years	Destroy	
	Records created through non-valuation work carried out by the Actuary	Cessation of employer participation in the Scheme	6 Years	Destroy	Will include preliminary reports, extracts, correspondence and related documentation.
	Actuarial Guidance	-	Permanent	Retain	Permanent retention by NILGOSC

SUB-WORK AREA	RECORD/S	TRIGGER	RETENTION PERIOD	FINAL ACTION	NOTES
Pension software system	Records documenting the management, testing and operation of the pension software system	End of financial year	6 Years	Destroy	Will include: <ul style="list-style-type: none">• Testing matrix• Fault logs• Release guides• Emails associated with new release testing
	Errors/Support Log	End of financial year	6 Years	Destroy	Retain current log of open support log. Archive on annual basis.
	Reports – movements; year end; general	End of financial year	6 years	Destroy	Includes: Membership movement report General software reporting e.g. number of opt outs
	Records documenting meetings and engagement with or about the pension software system provider	Documentation re meeting: Completion of meeting/Issue of minutes Other correspondence: End of financial year	6 Years 3 years	Destroy Destroy	Will include meetings and correspondence with: <ul style="list-style-type: none">• Heywoods• Class User Group• Payroll User Group• JPG• Other Schemes
	Classroom assistants – files relating to programming specification	Completion of project	6 years	Destroy	
Communications	Circulars	Date of publication	Permanent	Retain	Permanent retention by NILGOSC

Sub-Work Area	Record/s	Trigger	Retention Period	Final Action	Notes
Presentations	Records documenting preparation and presentation of seminars to employers and other third parties	End of financial year	3 Years	Destroy	
Newsletters (Members/Pensioners/Deferreds)	When superseded	Update	Destroy	Destroy presentations that have been superseded/are no longer relevant.	
Pension Benefit Statement Template	Date of publication	Permanent	Retain	Retain a copy permanently. Destroy stock of old versions when new version published.	
Records relating to the Corporate Identity of NILGOSC	Date of publication	Permanent	Retain	Permanent retention by NILGOSC	
Templeton Times	When superseded	Update	Destroy	Will include: • Logo • Guidelines on use of Logo • Business cards • Photographs • Pen pics	
Forms & Guides	Date of publication	3 years	Destroy	Retain one copy of each.	
Records created through the drafting and approval of new NILGOSC communications	When final version approved	1 Year	Destroy	Will include: • Drafts • Internal Correspondence and amendments • External correspondence, eg with printers	

SUB-WORK AREA	RECORD/S	TRIGGER	RETENTION PERIOD	FINAL ACTION	NOTES
Scheme changes	Formal records documenting proposed amendments to Scheme Legislation and Regulations	When amendments to existing Scheme or new Scheme is implemented	Permanent	Retain	<p>Permanent retention by NILGOSC.</p> <p>Will include:</p> <ul style="list-style-type: none"> • Approved amendments • Correspondence from the Department & the Minister • Legal Advice in respect of Scheme changes • Minutes of formal meetings • Consultation correspondence • Communication with employers and other third parties
Scheme Legislation & Regulations	Scheme Legislation and Regulations Statutory Policies	Informal records documenting proposed amendments to Scheme legislation and Regulations	When amendments to existing Scheme or new Scheme is implemented	6 Years	<p>Destroy</p> <p>Will include:</p> <ul style="list-style-type: none"> • General internal and external correspondence • Draft amendments • Minutes of informal meetings • Documentation to support training

Sub-Work Area	Record/S	Trigger	Retention Period	Final Action	Notes
Procedures under Scheme Regulations	When new Regulations are made	When new Regulations are made	20 years	Destroy	When new Regulations are made, procedures in respect of the most recent former Regulations will be destroyed after 20 years
	Policies in respect of discretions under Scheme Regulations	When new Regulations are made	40 years	Destroy	When new Regulations are made, policies in respect of discretions under the most recent former Regulations will be destroyed after 40 years
HMRC	HMRC Guidance & Advice	When superseded	30 Years	Destroy	
	Records documenting the calculation and reporting of annual allowance and lifetime allowance	End of financial year	14 years	Destroy	Will include: <ul style="list-style-type: none">• Reports• Calculations• General correspondence
	HMRC Reporting	End of financial year	6 Years	Destroy	Will include: <ul style="list-style-type: none">• Event Reports• Scheme Reports• Correspondence
Government Actuary Department (GAD)	GAD Guidance	-	Permanent	Retain	Permanent retention by NILGOSC

SUB-WORK AREA	RECORD/S	TRIGGER	RETENTION PERIOD	FINAL ACTION	NOTES
Registers	<ul style="list-style-type: none"> Benefit Registers April 1950 to October 1986 Government Register at September 1973 Opting Out Register April 1950 to December 1973 Registers April 1950 to June 1997 	Last entry in Register	50 years	Transfer to PRONI	Each Register to be transferred to PRONI 50 years after the last entry in that Register.
'Preston' part-time pension cases	Fair Employment and Industrial Tribunal papers	Date case is resolved/closed	25 Years	Destroy	
Procedure manual (other than procedures under Scheme Regulations – see Scheme Legislation & Regulations above)	Procedures		See Procedures in Corporate Records		Retain current version. Destroy old version after 3 years.
	Procedure Index	When update/change required	Update	Retain	Retain up-to-date index. Remove out-of-date/defunct data immediately.
	Records documenting changes and updates to procedures	End of financial year	3 Years	Destroy	Will include: <ul style="list-style-type: none"> Correspondence Training Notes
	External/official training notes	End of financial year	3 Years	Destroy	Will include PenTag training notes for staff
Routine correspondence	Routine enquiries and correspondence received that is not member/pensioner related	End of financial year	2 Years	Destroy	
Reinstatements	Documentation regarding reinstatements	End of financial year	6 years	Destroy	Correspondence issued to insurance companies in respect of members who had microfilm records

PENSION PAYROLL

Banking
Payroll processing
Fraud & overpayments
Pension increase
Year end
HMRC

SUB-WORK AREA	RECORD/S	TRIGGER	RETENTION PERIOD	FINAL ACTION	NOTES
Banking	Records created through the processing of overseas pension payments through Citibank	End of financial year	6 Years	Destroy	
	Citibank Pay Dates	End of financial year	1 Year	Destroy	
Payroll processing	Records created through the monthly payroll process	End of financial year	6 Years	Destroy	Will include: - Headcount report - Imprest report - Payroll spreadsheet for balancing expenditure - P35 spreadsheet for balancing tax - Reissues spreadsheet for cheque control - Defendant's reports - Management checks - Monthly statistics - Reinstatements control sheet - Reinstatements report
Fraud & overpayments	Records documenting the monitoring and reporting of matches through the National Fraud Initiative (NFI) data matching and mortality screening exercises	Completion of NFI exercise	6 Years	Destroy	Will include reports, spreadsheets and updates used to report on NFI matches and investigations
	Records documenting the investigation of pension overpayments and frauds	Completion of investigation	File on member/pensioner record	Destroy	See Member & Pensioner Records

SUB-WORK AREA	RECORD/S	TRIGGER	RETENTION PERIOD	FINAL ACTION	NOTES
	Overpayments Control spreadsheet	On identification of overpayment/as investigation progresses	Update	Destroy	Retain up-to-date log of overpayments. Archive on annual basis. Once each year is fully closed, retain for 6 years and then destroy.
Pension increase	Records created through processing of pension increases	End of financial year	6 Years	Destroy	Will include applications, reconciliations, guidance, correspondence, reports and related documents
	Balance of lump sums report created as part of the pension increase process	End of financial year	6 Years	Destroy	Reports showing pension increase due on retirement lump sums
Year end	Records created through payroll reporting at the end of the financial year	End of financial year	6 Years	Destroy	Will include reports, updates and related documentation
HMRC	Records created through daily and monthly RTI transmissions to HMRC via the pensions administration software system	End of financial year	6 Years	Destroy	Includes confirmation of receipt of transmissions and mapping errors

PENSION SERVICES

Member & Pensioner record maintenance
Ill-Health retirements
AVCs
Annual returns
Performance monitoring
Record keeping
Routine correspondence
Post
Microfilm search guide

SUB-WORK AREA	RECORD/S	TRIGGER	RETENTION PERIOD	FINAL ACTION	NOTES
Member & Pensioner record maintenance	Scheme records held for members and pensioners	Later of the member's/pensioner's death or cessation of defendant's pension	25 Years	Destroy	<p>Includes all correspondence issued between NILGOSC, the employer and the member/pensioner, such as:</p> <ul style="list-style-type: none"> • Forms • Certificates • Pension Benefit Statements • Powers of Attorney • Quotations • Calculations • Employment Information • Ill-health retirement applications and related reports • Credit control correspondence • Reviews/complaints • Address tracing results
Deleted files register		End of financial year	50 years	Destroy	<p>Notes files deleted due to their creation in error, the membership having been aggregated to another file, or the member having opted out within 3 months and the employer having refunded the contributions</p>
Ill-Health retirements	Departmental Statutory Ill-Health Guidance Contact details of Committee Doctors	When superseded When a doctor joins or leaves, or contact details change	10 Years Until superseded	Destroy Retain	Retain most up-to-date guidance. Destroy old versions after 10 years. Retain an up-to-date list.

SUB-WORK AREA	RECORD/S	TRIGGER	RETENTION PERIOD	FINAL ACTION	NOTES
	Committee Doctors' invoices and reconciliations	End of financial year	6 years	Destroy	
	Medical Panel Minutes	When final minutes agreed	10 Years	Destroy	
	Records documenting the progress and outcome of a member's application for ill-health retirement	Filed on member record			See Member & Pensioner Records
	Ill-Health Retirement Statistics	End of financial year	20 Years	Review by PRONI	Provides data on ill-health trends. Review by PRONI.
AVCs	Data provided to Actuary for annual review of AVCs	When final report agreed	1 Year	Destroy	
	Records documenting meetings and discussions with AVC providers	End of financial year	6 Years	Destroy	Will include meeting papers and minutes.
	Guidance issued by AVC providers	When superseded	3 Years	Destroy	Retain up-to-date guidance. Destroy older versions after 3 years.
	Correspondence with AVC providers	End of financial year	3 Years	Destroy	
	Late AVC payments by Employers report, sent by Prudential each month	End of financial year	6 Years	Destroy	Lists late AVC payments by Employers each month
	Monthly AVC listings from Prudential	End of financial year	6 Years	Destroy	Lists all new AVCs, all amendments to existing AVCs and all members finishing AVCs

SUB-WORK AREA	RECORD/S	TRIGGER	RETENTION PERIOD	FINAL ACTION	NOTES
	Records in respect of Equitable Life Payment Scheme	End of financial year	6 years	Destroy	
Annual returns	Annual Returns spreadsheets submitted by employers	Completion of annual exercise	13 Years ¹⁷	Destroy	
	Records created during the reconciliation of employers' annual returns	Completion of annual exercise	13 Years ¹⁸	Destroy	Will include spreadsheets, reports and correspondence
	Annual Returns Database	Completion of annual exercise	6 Years	Destroy	
Performance monitoring	Records created to monitor team performance against targets	End of financial year	3 Years	Destroy	Will include weekly reports, monthly statistics and management check documentation
	Records of meetings held regarding performance monitoring	End of financial year	3 Years	Destroy	Will include meeting papers and minutes of supervisors' meetings
Record keeping	TPR Guidance on Record-Keeping	When superseded	Update	Retain	Retain up-to-date guidance. Destroy older versions.
	Reports of the annual record-keeping exercise	When final report agreed	6 Years	Destroy	
	Action plans created following the annual record-keeping exercise	When all actions complete	3 Years	Destroy	

¹⁷ Retention in line with Scheme Regulations

¹⁸ Retention in line with Scheme Regulations

SUB-WORK AREA	RECORD/S	TRIGGER	RETENTION PERIOD	FINAL ACTION	NOTES
	Records created through the process of the annual record-keeping exercise	When final report agreed	1 Year	Destroy	
Routine correspondence	Routine enquiries and correspondence received that is not member/pensioner related	End of financial year	2 Years	Destroy	
Post	Post rota	End of financial year	2 Years	Destroy	Notes the staff who were on post duty each day, in case follow up is required for complaints or data incidents
Microfilm search guide	Records created through microfilm searches	-	Until end of administrative use	Destroy	

PREMISES / PROPERTY MANAGEMENT

Land/Property acquisition and disposal

Title deeds

Premises management

SUB-WORK AREA	RECORD/S	TRIGGER	RETENTION PERIOD	FINAL ACTION	NOTES
Land/Property acquisition and disposal ¹⁹	Correspondence relating to the acquisition and management of land/property	Date of disposal of property	12 years	Destroy	
	Correspondence relating to the disposal of land/property	Date of disposal of property	12 years	Destroy	
	Leases – Long Term (21 years +)	Expiry of lease	12 years	Destroy	
	Leases – Short Term (up to 21 years)	Expiry of lease	7 years	Destroy	
	Legal Title documents relating to the purchase/sale of land/property	Date of disposal of property	Immediate	Transfer to new owner	
	Drawings, maps, plans and photographs relating to land and property schemes	Date of disposal of property	12 years	Destroy	
	Particulars of Sale documents	-	Permanent	Retain	Permanent retention by NILGOSC
	Property Asset Register	-	Permanent	Retain	Permanent retention by NILGOSC
	Property Certificates	Date of disposal of property	7 years	Destroy	

¹⁹ Records / documents regarding investment properties are held by Property Manager

SUB-WORK AREA	RECORD/S	TRIGGER	RETENTION PERIOD	FINAL ACTION	NOTES
	Deeds	Date of acquisition / disposal of property	Immediate	Transfer to new owner	
	Rent reviews	End of lease	7 years	Destroy	
Title Deeds ²⁰	Signed / Sealed Title Deeds ²¹	-	Permanent	Retain	Permanent retention by NILGOSC
Premises management ²²	Records created through management of premises	End of financial year	6 years	Destroy	

²⁰ Records / documents regarding investment properties are held by Property Manager

²¹ Statutory provisions / authority: Statute of Limitations (NI) 1958

²² Records / documents regarding investment properties are held by Property Manager

PROCUREMENT

Tendering
Business cases
Contracts

SUB-WORK AREA	RECORDS/S	TRIGGER	RETENTION PERIOD	FINAL ACTION	NOTES
Tendering	OJEU notices Public advertisement	Contract expiry	1 year	Destroy	
	Tender documents: • Specifications • Response questionnaire • Conditions of Contract	Contract expiry	Ordinary – 6 years Under seal – 12 years	Destroy	
	Opening record	Contract expiry	1 year	Destroy	
	Tender evaluation documents	Contract expiry	Ordinary – 6 years Under seal – 12 years	Destroy	
	Successful tender documents and quotations	Contract expiry	Ordinary – 6 years Under seal – 12 years	Destroy	
	Unsuccessful tender documents and quotations	Start of contract	1 year	Destroy	Destroy 1 year post start of contract
Business cases	Business cases	Contract expiry	6 years	Destroy	
	Quotations	Contract expiry	6 years	Destroy	
Contracts	Clarification of contract	Contract expiry	1 year	Destroy	

SUB-WORK AREA	RECORDS/S	TRIGGER PERIOD	RETENTION PERIOD	FINAL ACTION	NOTES
Standstill and award correspondence	Contract expiry	Ordinary – 6 years Under seal – 12 years	Destroy		
General correspondence re contracts, including clarification questions	Contract expiry	Ordinary – 6 years Under seal – 12 years	Destroy		
Contract management documentation	Contract expiry	Ordinary – 6 years Under seal – 12 years	Destroy		
Signed contracts	Contract expiry	Ordinary – 6 years Under seal – 12 years	Destroy		
Service Level Agreements ²³	End of agreement	6 years	Destroy		
Due Diligence	Due diligence record	Contract expiry	1 year	Destroy	

²³ Refers to Service Level Agreement where a tender has been carried out. If there has not been a tender, refer to relevant function, for example IT, Pension Services.



Appendix A

Records Destruction Certificate

Date:

Department:

Location of records:

Destruction method: Deletion from Outlook folders / Deletion from Network folders
(please circle as appropriate) Confidential Waste/ Recycle / Degaussing

If you are unsure about what action to take, please ask the Information & Compliance Manager for advice.

Title of Records (as per Retention and Disposal Schedule)	Date Span (earliest and latest dates)	No. of files destroyed/deleted

I hereby certify that the records described above have been destroyed.

Signature:
(Authorising Officer)

For Information & Compliance Manager's use only

Destruction date:

Signature:
(Information & Compliance Manager)

Date certificate received:



PRON

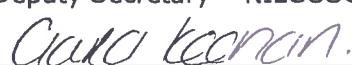
NILGOSC (Northern Ireland Local Government Officers' Superannuation Committee)
Disposal and Retention Schedule Prepared as required by the Public Records Act (Northern Ireland), 1923 and in accordance with the Rules made pursuant thereto, approved by Order in Council dated 20th January 1925.



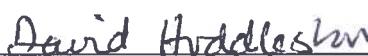
David Murphy
Chief Executive and Secretary – NILGOSC



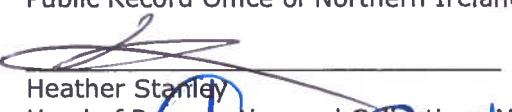
Nicola Todd
Deputy Secretary – NILGOSC



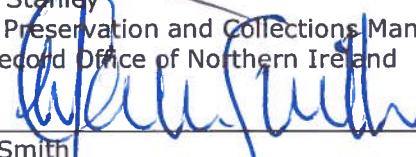
Ciara Keenan
Investment and Governance Manager – NILGOSC



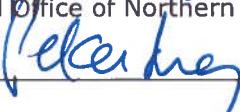
David Huddleston
Head of Records Management, Cataloguing and Access Section
Public Record Office of Northern Ireland



Heather Stanley
Head of Preservation and Collections Management
Public Record Office of Northern Ireland



Maggie Smith
Deputy Keeper of the Records
Public Record Office of Northern Ireland



Peter May
Interim Permanent Secretary
Department of Culture, Arts & Leisure

Glossary

ABI	Association of British Insurers
AGM	Annual General Meeting
ARAC	Audit & Risk Assurance Committee
ASL	Authorised Signatory List
AVC	Additional Voluntary Contributions
BACS	Bankers' Automated Clearing Services
BCP	Business Continuity Plan
CIPFA	Chartered Institute of Public Finance and Accountancy
DAO	Dear Accounting Officer Guidance
DFP	Department of Finance and Personnel
DoE	Department of the Environment
EDRMS	Electronic Document and Records Management System
EQIA	Equality Impact Assessment
ESG	Environmental, Social and Governance
FOI	Freedom of Information Act 2000
FRC	Financial Reporting Council
FX	Foreign Exchange
GAD	Government Actuary's Department
HMRC	HM Revenue and Customs
IMA	Investment Management Agreement
JPG	Joint Pensions Group
KPI	Key Performance Indicator
LAPFF	Local Authority Pension Fund Forum
NAO	National Audit Office
NAPF	National Association of Pension Funds
NFI	National Fraud Initiative
NIAO	Northern Ireland Audit Office
NILGOSC	Northern Ireland Local Government Officers' Superannuation Committee
OJEU Notices	Official Journal of the European Union
PID	Project Initiation Document
PMB	Project Management Board
PoA	Power of Attorney
PSNI	Police Service of Northern Ireland
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences
RTI	Real Time Information
S75 Consultation Database	S75 NI Act 1998
SAGE	Sage Accounting software
SIP	Statement of Investment Principles
SLA	Service Level Agreement
SMT	Senior Management Team
SSL	Secure Socket Layer
SEELB	South Eastern Education & Library Board
TAS	TAS accounts software
TOPS	Team Operational Plans
TPAS	The Pensions Advisory Service
TPR	The Pensions Regulator
TU	Trade Union
UNPRI	UN Principles for Responsible Investment
VAT	Value Added Tax
VC Funds	Venture Capital Funds
WGA Annual Submissions	Whole of Government Accounts

