



The Commission for  
Victims & Survivors

# **Record Retention and Disposal Schedule**

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## 1. INTRODUCTION

### 1.1 PURPOSE AND SCOPE OF THE DISPOSAL SCHEDULE

This Schedule sets out the disposal arrangements for records created and retained by the Commission for Victims & Survivors for Northern Ireland (CVSNI) which are owned and staffed by CVSNI.

A "record" is defined as follows:

"Recorded information, in any form, created or received and maintained by an organisation or person in the transaction of business or conduct of affairs and kept as evidence."

The schedule applies to all information created or retained by CVSNI and describes its final action as well as retention period.

An essential step prior to the disposal of records is the requirement for their review by relevant Business Areas. Appropriate and proportionate reviews will be undertaken by Business Area team members at Staff Officer or above level. This step ensures that records that continue to be required for business purposes will be retained for further periods. Retention periods will depend upon the business administration day to day needs for the information. Once there is no longer a business need for the records, the files or folders of a number of designated categories of record, identified in this Schedule will also require appraisal by the Public Record Office of Northern Ireland (PRONI) after Business Areas have reviewed them and tagged them for disposal. This step ensures that records of historical or evidential value can be identified and transferred to PRONI for permanent preservation. However, not all papers of a 'public nature' are worthy of preserving permanently.

This Schedule contains:

- the types and categories of records held by CVSNI;
- the procedure for the closure of paper files and electronic folders
- the period for which files/folders should be retained following closure (the "Retention Period");
- the review process after the retention period has passed and
- the final disposal action

The purpose of the schedule is to ensure that records are retained only for as long as required by statute or for as long as they are needed for business purposes and, when no longer required, disposed of in a documented, timely and appropriate manner.

### 1.2 COMMISSION FOR VICTIMS & SURVIVORS' FUNCTIONS AND RESPONSIBILITIES

CVSNI was established in June 2008 under the Victims and Survivors (Northern Ireland) Order 2006, as amended by the Commission for Victims and Survivors Act (2008).

CVSNI is a Non-Departmental Public Body of The Executive Office. The principal aim of CVSNI is to promote awareness of the interests of victims and survivors of the Northern Ireland conflict. It has a number of statutory duties that include:

- *Promoting an awareness of matters relating to the interests of victims and survivors and of the need to safeguard those interests;*

- *Keeping under review the adequacy and effectiveness of law and practice affecting the interests of victims and survivors;*
- *Keeping under review the adequacy and effectiveness of services provided for the victims and survivors by bodies or persons;*
- *Advising the Secretary of State, the Executive Committee of the Assembly and any Body or person providing services for victims and survivors on matters concerning the interests of victims and survivors;*
- *Ensuring that the views of victims and survivors are sought concerning the exercise of the Commission's functions; and*
- *Making arrangements for a forum for consultation and discussion with victims and survivors.*

In November 2009, the Office of First and deputy First Minister (now The Executive Office) introduced a ten-year strategy for victims and survivors. The Strategy for Victims and Survivors November 2009 (hereafter referred to as 'the Strategy') provided a comprehensive approach for taking forward work on a range of issues relating to victims and survivors. The Strategy recognised the uniqueness of our circumstances and the need for a victim and survivor-centred approach to acknowledge:

- *The pain and suffering which has occurred;*
- *The long-term impact of violence on victims and survivors;*
- *That victims and survivors are individuals and therefore there is no single approach which will suit everyone; and*
- *The need for victims and survivors to be invited to play a part in building a more peaceful future, but that as people who have suffered most they should feel safe, should be treated with dignity and should move at their own pace.*

### **1.3 LEGISLATION RELEVANT TO COMMISSION FOR VICTIMS & SURVIVOR'S RECORDS MANAGEMENT FUNCTIONS**

The schedule complies with the requirements of the Public Records Act (NI) 1923 and the Disposal of Documents Order (S.R. & O. 1925 No 167) and has been approved by PRONI.

Records Management does not exist in isolation; it is a vital component which underpins functions such as the management of personal information for compliance with the Data Protection Act (2018), Information Security and Information Assurance.

There are a number of pieces of legislation which impose the need for effective management of all Commission records, both paper and electronic. As a Non-departmental Public Body (NDPB) of the Executive Office (TEO), the records of the Commission are deemed public records under the terms of the Public Records Act (NI) 1923. It is therefore a legislative requirement for the Commission to implement records management as set out in this Act and in the Disposal of Records Order (S.R. & O. 1925 No.167). The legislation lays down the procedures both for the destruction of records deemed to have no long-term value and for the preservation and transfer to PRONI of records selected for permanent preservation.

The Freedom of Information Act 2000 (FOIA) provides a statutory right of access to information held by public authorities (subject to exemptions). Public authorities are obliged to comply with The Lord Chancellor's Code of Practice on Section 46 of FOIA. All information held by the Commission is subject to FOIA. Staff should ensure that they are familiar with the content and requirements of the Commission's Freedom of Information Policy.

The Data Protection Act 2018 entitles individuals to access their personal information, which is being processed by another, on request. The Commission is committed to managing records and applying appropriate security measures in compliance with the principles of data protection and in line with the Commission's Data Protection Policy.

Other legislation is as follows:

- General Data Protection Regulation 2018
- Human Rights Act 1998
- Victims & Survivors Order 2006
- The Companies Act 2006
- Employment legislation
- Audit and Accountability legislation
- Limitation Act 1980

Outside of legislation, we also have contractual agreements and plans that are taken into account and form used as part of our reasoning:

- CVS Memorandum of Temporary Occupation (MOTO)
- Service Level Agreements
- Business Continuity & Emergency Response Plans
- Premises Committee Minutes & Notes
- The Facilities Management Contract

## **2. OPERATION OF THIS DISPOSAL SCHEDULE**

### **2.1 RECORDS SYSTEMS IN THE COMMISSION FOR VICTIMS & SURVIVORS**

Since its formation in 2008, the Commission for Victims & Survivors has an Electronic Shared Drive as the primary depository for electronic records of the organisation's activities and operations. Within this Shared Drive, three Microsoft Access Databases record the core functions of the organisations engagement with stakeholders namely:

- Individuals Database – Information disposed of in line with individual correspondence files or GDPR compliance
- Stakeholder Engagement Database
- Media Activity Database

In addition, a focused range of hardcopy files also continue to be created for a number of specific record types including for example, Policy & Research, email communications, etc.

The Commission has a file plan structure consisting of two primary record hierarchies — one for records of corporate activity and the other for stakeholder interaction. The file plan allows CVSNI to create and store records of actions and decisions, providing the necessary accountability and protection of the integrity of these records for as long as they are required to support the conduct of its business. CVSNI will also make sure to electronically copy records as well.

#### **Electronic Documents/ Material**

The principles governing the retention of electronic documents are the same as those for paper records. In support of those principles, it is important that electronic folders should be organised in a similar way as paper records. In addition, ephemeral electronic documents of no enduring value, such as those of purely personal relevance, should be deleted from the system at the earliest opportunity.

## Email

Emails potentially form part of the Commission's corporate record and therefore, are subject to its records management policies and procedures. All staff, therefore, should review incoming and outgoing emails to decide whether the information they contain should be retained as part of the corporate record. As with other electronic documents and material, where an email message forms part of the corporate record, it should be printed off and placed on the relevant file or stored electronically. The email should then be deleted from the personal mailbox and any "deleted items" box.

Where a member of staff wishes to keep an email message for administrative or reference purposes, it should be moved into a relevant area. These messages should be deleted when they have ceased to be of use for reference purposes. Ephemeral email messages, which are not required for either administrative or reference purposes, should be deleted immediately.

Incoming and outgoing emails are potentially covered by the EU General Data Protection Regulation if one or other of the following criteria is met;

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

Personal data should not be kept for longer than necessary. Any emails containing personal information should therefore be disposed of in line with the retention and disposal schedule.

## 2.2 CLOSURE OF RECORDS

In order for this retention and disposal schedule to operate effectively, it is important to maintain a streamlined filing system through regular and systematic closure of files. Closing a file does not mean that it has to be immediately removed from the filing system. What it does mean is that no additional papers should be added to the file and that it should be used only for reference.

An indication that a file of paper records or folder of electronic records has been closed, together with the date of closure, should be shown on the record itself as well as noted in the Master File Plan.

Regular file closure has the following benefits;

- Files are kept to a manageable size
- Files remain neat and tidy
- Access to material on files is faster
- The progressive disposal of records is made easier

A file should be closed and a new one created if necessary when one of the following conditions are met;

- The file exceeds a thickness of 2.5 cm (hard copy)
- No papers have been added for two years
- The contents of the file span more than five years

In addition, some files should be closed at;

- The end of the financial year
- The end of a project
- The end of a mandate

Once a file is closed no further papers should be added. A closure sheet must be inserted to every file closed. This reminds staff requesting a closed file that no further papers should be added. If, when a file is being closed, the subject to which it relates remains 'live' a continuation file should be opened. The storage of closed records should follow accepted standards relating to environment, security and physical organisation of the files.

When a file is due to be closed the appropriate member of staff should consult the retention and disposal schedule and indicate on the file the final action to apply in accordance with this schedule. Similar closure processes should apply to the management of electronic files also.

### **2.3 RETENTION PERIODS**

This Schedule sets out designated retention periods and disposal actions for all record categories and types from the date of last paper of a file or folder. These retention periods reflect long-standing good practice based on legislative requirements. In some cases, statutory retention requirements apply and where this is known, the relevant legislation is noted in the Schedule.

Retention periods are based upon the specific business needs of the Commission in addition to the regulatory environment within which the Commission operates. The retention period is required for each type of file is calculated from the point the date of last paper on the file.

### **2.4 REVIEW AND DISPOSAL PROCESS**

All files and folders will be reviewed by the Business Areas against ongoing business requirements once they reach the end of their retention period, the file or folder name will be edited and 'For disposal' added as a tag.

Following review by the relevant Business Area those electronic folders for which the disposal action is "PRONI Appraisal" and which have been tagged by Business Areas for disposal, will be exported by the internal onsite IT team and removed from the Shared Drive and Archived. Any hard copies are removed from onsite to offsite to a contracted Information Management service, Oasis Group. Both storage areas for digital and hardcopy retain the originality, authenticity of all original records, and ensures all associated metadata is maintained and accurate. PRONI will have access to this information by request and the Finance and Corporate Affairs team will contact IT service providers and Oasis for the information.

The electronic folders that have been tagged by Business Areas for disposal and for which the disposal action is "**Destroy**" will be deleted from the Shared Drive by Finance and Corporate Affairs. Electronic folders due for review in any particular year will be identified by Business Areas and recorded in an annual Review and Disposal List containing the folder/class name, relevant closure & review dates and details of the reviewer. This list will be retained permanently to provide transparency and accountability for the disposal actions. A similar process will be followed for paper files.

### **HARD COPY FILES PROCESS**

The principles governing the retention of electronic document are the same as those for paper records. In support of these principles, it is important that electronic folders should be

organised in a similar way as paper records. In addition, ephemeral electronic documents of no enduring value, such as those of purely personal relevance, should be deleted from the system at the earliest opportunity.

When a file is due to be closed the appropriate member of staff will consult the retention and disposal schedule and indicate on the file the date on which it can be destroyed or transferred to the Public Record Office of Northern Ireland.

Destruction of files will take place on a planned basis in line with the retention and disposal schedule. Destruction will be arranged by the Finance and Corporate Affairs team, which is responsible for the maintenance of the file system, in consultation with the relevant business area. All destruction decisions are approved by the Chief Executive Officer and a record of all file destruction will be kept for audit purposes and all files will be destroyed in line with the arrangements for the destruction of confidential waste.

## **2.5. CATEGORIES OF RETENTION / DISPOSAL**

Once a business area has confirmed it has no ongoing business need to retain the file, and the retention period has passed, the IMB should identify the relevant final actions for each file. This should fall into one of four categories;

- Permanent preservation by PRONI
- PRONI Appraisal
- Destroy
- Permanent preservation by Department/Public Authority

### **Permanent preservation by PRONI**

Records identified for permanent preservation by PRONI should be retained by the (Department or Public Authority) and transferred to PRONI once they reach 20 years old. Such records will be included in the annual release of files, so transfer may need to take place at least one year in advance.

The IMB should contact their client manager in advance of any transfer and provide a list of those records identified for permanent preservation. PRONI shall issue a warrant to transfer the records into their custody. Departments or Public Authorities must ensure that records transfer with a sensitivity review completed, and that PR-14H information is supplied detailing all closure reasons.

### **PRONI Appraisal**

Records which have the final action 'PRONI Appraisal' are those which may be of future historical significance. Systems must be put in place to ensure that PRONI Appraisal takes place at the following points:

#### ***First Review***

The purpose of a first review is to identify records which have the potential to have long term historical significance. This is completed approximately 5 years after the date of the last paper, and when the business area has confirmed it has no ongoing administrative need for the record.

IMB should contact their PRONI client manager to arrange for PRONI to inspect records which are in the 'PRONI Appraisal' category, and must provide a detailed list of all the records due for inspection.

Any records selected by PRONI must be retained by the creating authority until they reach the Second Review stage.



### **Second Review**

Records which have the final action 'PRONI Appraisal' and have not been subject to a First Review should be brought forward for Second Review' in a timescale appropriate to ensure their transfer to PRONI by the time they reach 20 years old.

Similar to the first review process, the IMB should contact their client manager to arrange for PRONI to inspect the records and must provide a detailed list of all the records due for inspection.

At the appraisal, PRONI will identify files of historic value in line with PRONI's acquisition strategy. Records selected for permanent preservation following PRONI Appraisal will transfer after a warrant has been issued by PRONI.

Departments or Public Authorities must ensure that records transfer with a sensitivity review completed, and PR-14H information attached for each file.

### **Destroy**

These records should be held by the responsible authority for the retention period stated in the schedule. Once the record has reached the end of its retention period and the business area have confirmed there is no longer a business reason to retain the record the authority can arrange for their destruction. Disposal should be built into digital systems where possible. An audit trail should be kept which documents disposal actions<sup>1</sup>.

### **Permanent Preservation by Commission for Victims and Survivors**

This final action should be used by exception. It will be rare that a public authority will have a business need to retain records beyond 20 years. This category **should not** be used for records which are required for reference purposes. It should relate to files which are actively in everyday business use.

It is important to note that there is no legal basis to subsequently destroy records in this category. The public authority therefore must take adequate steps to ensure the ongoing preservation of these records. If the authority subsequently decides to dispose of records in this category it may only do so following a revision to the retention and disposal schedule.

### **Transfer of Records**

Under the Public Records Act (NI) 1923 all records selected for permanent preservation must be transferred to PRONI by 20 years old. A sensitivity review must take place prior to transfer, and access recommendations should be made on a PR-14H form. To avoid undue delay when records reach 20 years old, it is recommended that the process of triggering the Final Action and sensitivity review should commence within an appropriate timescale.

Records should transfer to PRONI under warrant and access decisions should be completed for each file or in the case of electronic records for each digital item. Any redactions which are to be applied should be clearly specified.

## **2.6 ORIGINAL HARDCOPY RECORDS**

A number of records that existed originally in hardcopy or were created in hardcopy form, must continue to be retained in original hardcopy form until the time when, at the end of the designated retention period within the schedule.

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<sup>1</sup> See TNA guidance at <https://www.nationalarchives.gov.uk/information-management/manage-information/policy-process/disposal/stage-4-dispose-information-longer-need/>

## **2.7 DESTROYING A FILE**

Destruction of files will take place on a planned basis in line with the retention and disposal schedule.

## **2.8 ROLES AND RESPONSIBILITIES**

The Chief Executive of the Commission has the overall responsibility for ensuring that the Commission complies with the requirements of legislation affecting the management of records and with any supporting regulations and codes.

The Head of Finance and Corporate Affairs, supported by the Finance and Corporate Affairs team, is responsible for:

- Ensuring that the Records Management Policy is implemented effectively
- The provision of record management guidance to staff
- Producing procedures documenting all necessary record management arrangements
- Regularly reviewing and where necessary amending record management arrangements
- Regularly reviewing and where necessary amending record management policies and procedure statements
- Making recommendations to the Senior Management in relation to changes or improvement
- Liaising with the Public Record Office on records management
- The operation and maintenance of the file system for the Commission and ensuring that controls operate effectively.

The Head of Finance and Corporate Affairs will ensure that there is consistency in the management of records and that advice and guidance on good records management practice is provided.

Unit Heads are responsible for:

Ensuring that the agreed Commission records management policy and procedures are fully observed and implemented within their area of responsibility; Ensuring that all staff within their area of responsibility receive the appropriate training.

All members of staff are responsible for:

- Documenting their actions and decisions, and for maintaining the records in accordance with the Commission's agreed policies and practices.

## **2.9 COMMITMENT TO PRESERVING RECORDS**

This Disposal Schedule is the authority not just for destroying records but also for preserving them. Commission for Victims & Survivors will ensure that the records it creates will be physically well maintained and cared for while they are in its custody. This is equally applicable to both paper and electronic records.

## **3. REVIEWING THE SCHEDULE**

The Commission for Victims & Survivors is committed to reviewing this schedule at least every three years to ensure that:

- the types of records held and listed in it remain current

- the disposal decisions and triggers remain appropriate

### 3.1 Disposal Schedule

#### Function: Accommodation & Services

Reference no	Class	Series	Retention Period	Relevant Legislation	Final Action
1.1	Health & Safety	Accidents	5 years		Destroy
		Claims	5 years		Destroy
		Initiatives	5 years		Destroy
		Inspections	5 years		Destroy
		Asbestos	40 years	Control of Asbestos at Work Regulations (NI) 2003	Destroy
		Fire Safety/Prevention	5 years		Destroy
1.2	Legislation		5 years		PRONI appraisal
1.3	Meetings	Strategic/Senior Management			Destroy
		Operational	5 years		Destroy
1.4	Policy		5 years		Destroy
1.5	Premises	Acquisition	7 years	Statute of limitations	Destroy
		Allocation	5 years		Destroy
		Conservation	5 years		Destroy
		Construction	7 years	Statute of limitations	Destroy

Reference no	Class	Series	Retention Period	Relevant Legislation	Final Action
		Contracting	7 years	Statute of limitations	Destroy
		Disposal	5 years		Destroy
		Insurance	7 years		Destroy
		Maintenance	5 years		Destroy
		Moving	5 years		Destroy
		Refurbishment	5 years		Destroy
		Utilities	7 years	Statute of limitations	Destroy
1.6	Procedures		5 years		Destroy
1.7	Projects		5 years		Destroy
1.8	Reporting		5 years		Destroy
1.9	Security		5 years		Destroy
1.10	Supplies & Equipment	Acquisition	7 years		Destroy
		Allocation	5 years		Destroy
		Contracting	7 years		Destroy
		Disposal	5 years		Destroy
		Inventory	7 years		Destroy

Reference no	Class	Series	Retention Period	Relevant Legislation	Final Action
		Maintenance	5 years		Destroy
1.11	Support Services		5 years		Destroy
1.12	Tendering		7 years		Destroy
1.13	Vehicles	Acquisition	7 years		Destroy
		Allocation	5 years		Destroy
		Authorisation	7 years		Destroy
		Disposal	5 years		Destroy
		Insurance	7 years		Destroy
		Licensing	7 years		Destroy
		Maintenance	5 years		Destroy

**Function: Audit and Accountability**

Reference no	Class	Series	Retention Period	Relevant Legislation	Final Action
2.1	Internal Audit		7 years	Statute of limitations	Destroy
2.2	External Audit		7 years	Statute of limitations	Destroy
2.3	Fraud Management		7 years	Statute of limitations	Destroy
2.4	Internal Control Statement		7 years	Statute of limitations	Destroy
2.5	Legislation		5 years		PRONI Appraisal
2.6	Meetings	Strategic/Senior Management	5 years		PRONI Appraisal
		Operational	5 years		Destroy
2.7	Policy		5 years		Destroy
2.8	Procedures		5 years		Destroy
2.9	Risk Management		7 years	Statute of limitations	Destroy

**Function: Financial Management**

<b>Reference no</b>	<b>Class</b>	<b>Series</b>	<b>Retention Period</b>	<b>Relevant Legislation</b>	<b>Final Action</b>
3.1	Accounting	Non EU funding	7 years	Government Accounting Northern Ireland (GANI) Regulations	Destroy
		EU Funding	10 years	Government Accounting Northern Ireland (GANI) Regulations and EU requirements	Destroy
3.2	Legislation		5 years		PRONI Appraisal
3.3	Policy		5 years		Destroy
3.4	Procurement		7 years	Statute of limitations	Destroy
3.5	Budget		7 years	National Audit Requirement	Destroy
3.6	Business Cases		7 years		Destroy
3.7	Asset Management		7 years		Destroy
3.8	Funding		7 years		Destroy
3.9	Meetings	Strategic/Senior Management	5 years		PRONI Appraisal
		Operational	5 years		Destroy



<b>Reference no</b>	<b>Class</b>	<b>Series</b>	<b>Retention Period</b>	<b>Relevant Legislation</b>	<b>Final Action</b>
3.10	Procedures		5 years		Destroy
3.11	Projects		5 years		Destroy
3.12	Reporting		5 years		Destroy
3.13	Retained Finance		7 years	Statute of limitations	Destroy

## Function: Human Resources

Reference No.	Class	Series	Legislative Requirement	Retention period	Final Action
4.1	Employment and career (Employee Record)	Written Particulars of Employment <i>Contracts of Employment</i> <i>Changes to terms and conditions, including change of hours letters, Official Secrets Act forms, Oath of Allegiance forms, etc.</i>	Employment legislation	Until Age 100	Destroy
		Career History <i>Consolidated record of whole career and location details inc. Promotion, temporary promotion and/or substitution documentation, transfer documents, training history, recruitment, appointment and/or promotion board selection papers</i>	Employment legislation	Until Age 100	Destroy
		Current Address Details		6 Years after employment has ended	Destroy
		Record of Location of Overseas Service		Until Age 100	Destroy
		Variation of Hours – calculation formula for individual. <i>Actual hours worked is covered under Written Particulars of Employment.</i>	Employment legislation	6 years after end of current financial year	Destroy
		Record of Previous Service		Until Age 100	Destroy

Reference No.	Class	Series	Legislative Requirement	Retention period	Final Action
		Qualifications/References	Employment legislation	6 Years after employment has ended	Destroy
		Professional Qualifications (i.e. medical, scientific, technical)	Employment legislation	Until age 100	Destroy
		Appraisal reports/documentation	Employment legislation	5 years after end of current performance year	Destroy
		Annual Leave records	Employment legislation	2 Years after end of current leave year	Destroy
		Successful recruitment documents including applications, assessment papers		3 years following termination of employment	Destroy
		Unsuccessful recruitment documents including applications, assessment papers		3 years from closure of competition	Destroy
		AccessNI Original information and all copies	Employment legislation	Until final decision about the applicants suitability is determined. This should not exceed 6 months.  Access NI will approve the retention of the disclosures for a longer period in exceptional circumstances and where there is a requirement to retain so that the	Destroy

Reference No.	Class	Series	Legislative Requirement	Retention period	Final Action
				RQIA can have access to fulfil its statutory duties.	
		AccessNI <i>Record should be kept of:</i> <ul style="list-style-type: none"> <li>• <i>The date of the disclosure</i></li> <li>• <i>The name of the subject of the disclosure</i></li> <li>• <i>The type of disclosure</i></li> <li>• <i>The position which the disclosure was applied for</i></li> <li>• <i>The unique number that was issued by AccessNI for that disclosure; and</i></li> <li>• <i>The recruitment decision taken</i></li> </ul>	Employment legislation	Until age 100  The records should be signed and dated by a person of significant authority and seniority who could represent the organisation in court.	Destroy
4.2	Health (Employee Record)	Health Declaration	Employment legislation	Until age 100	Destroy
		Health Referrals <i>including Medical reports, correspondence with Occupational Health Service</i>	Employment legislation	Until age 100	Destroy
		Papers relating to any injury on duty		Until age 100	Destroy

Reference No.	Class	Series	Legislative Requirement	Retention period	Final Action
		<p>Medical reports of those exposed to a substance hazardous to health including:</p> <p><i>Lead (Control of Lead at Work Regulations 1980)</i></p> <p><i>Asbestos (Control of Asbestos at Work Regulations 1996)</i></p> <p><i>Compressed Air (Work in Compressed Air Regulations 1996)</i></p> <p><i>Radiation (Ionising Radiation Regulations 1985)</i></p>	Employment legislation	<p>40 years from date at which last entry was made</p> <p>40 years after last record</p> <p>40 years from date of last entry</p> <p>50 years from date of last entry</p>	Destroy
		<p>Medical/Self Certificates</p> <p><i>Unrelated to industrial injury</i></p>	Employment legislation	4 years from end of period of sickness to which it relates.	Destroy
		<p>Medical / Self Certificates</p> <p><i>Related to industrial injury</i></p>	Employment legislation	Until age 100	Destroy
		Welfare reports		6 years from closure of case	Destroy
4.3	Security (Employee Record)			5 years after leaving (if at normal retirement age) or 10 years after leaving (if before normal retirement age)	Destroy
4.4	Pay and Pension (Employee Record)	Bank details – current		6 years plus current financial year	Destroy
		Death certificates	Employment legislation	Retain copy until age 100	Destroy

Reference No.	Class	Series	Legislative Requirement	Retention period	Final Action
		Marriage certificate and documentation relating to civil registration	Employment legislation	Retain copy until age 100	Destroy
		Unpaid leave periods	Employment legislation	Until age 100	Destroy
		Statutory sickness/maternity pay calculation and supporting documentation		6 years plus current financial year	Destroy
		Overpayment documentation		6 years plus current financial year	Destroy
		Personal Payroll history including: <ul style="list-style-type: none"> <li>• <i>Record of pay</i></li> <li>• <i>Performance pay</i></li> <li>• <i>Overtime pay</i></li> <li>• <i>Allowances</i></li> <li>• <i>Pay enhancements</i></li> <li>• <i>Other taxable allowances</i></li> <li>• <i>Payment for untaken leave</i></li> <li>• <i>Reduced pay</i></li> <li>• <i>No pay</i></li> </ul>	Employment legislation	Until age 100	Destroy

Reference No.	Class	Series	Legislative Requirement	Retention period	Final Action
		<ul style="list-style-type: none"> <li>Statutory sickness/maternity leave and pay</li> </ul>			
		Resignation, termination and/or retirement letters		Until age 100	Destroy
		Civil Service Pensions - Added years		Until age 100	Destroy
		Civil Service Pensions - Additional Voluntary Contributions (AVC)		Until age 100	Destroy
		Payroll input forms		6 years plus current financial year	Destroy
		Complete Sick Absence record		Until age 100	Destroy
		Papers relating to disciplinary action which has resulted in any changes to terms and		Until age 100	Destroy

Reference No.	Class	Series	Legislative Requirement	Retention period	Final Action
		conditions of service, salary, performance pay or allowances			
		Authorisation for deputising, substitution allowance and/or overtime/travel time claim		6 years plus current financial year	Destroy
		Third party client/advances in lieu of pay		6 years plus current financial year	Destroy
	HR	Discipline including tribunal files		6 years	Destroy
		Health and Safety		6 years	Destroy
		Industrial Relations		5 years	Destroy
		Leave		2 years	Destroy
		Legislation		5 years	PRONI Appraisal
		Strategic/Senior Management Meetings			Destroy
		Operational Meetings		5 years	Destroy
		Pay		7 years	Destroy
		Policy		5 years	Destroy
		Procedures		5 years	Destroy
		Projects		5 years	Destroy
		Reporting		5 years	Destroy
		Security		5 years	Destroy



Reference No.	Class	Series	Legislative Requirement	Retention period	Final Action
		Staffing		5 years	Destroy
		Training and Development		5 years	Destroy
		Equal Opportunity		5 years	Destroy
		Workforce Planning		5 years	Destroy
		Managing Attendance		5 years	Destroy
		Data Management		5 years	Destroy

**Function: Information and Communication**

Reference no	Class	Series	Retention Period	Relevant Legislation	Final Action
5.1	Committees	Strategic/Senior Management	5 years		PRONI Appraisal
		Operational	5 years		Destroy
5.2	Customer Relations	<i>Includes complaints, compliments and customer queries</i>	5 years		Destroy
5.3	Information Access Requests	Data Protection	5 years	<ul style="list-style-type: none"> <li>• Data Protection Act 2018</li> <li>• Environmental Information Regulations 2004</li> <li>• Freedom of Information Act 2000</li> </ul>	Destroy
5.4	Government Liaison	<i>Includes AQs, PQs, briefings, Assembly and Executive committees, Minister's and Perm Sec cases, cross-Parliamentary business, , etc.</i>	5 years		PRONI Appraisal
		<i>Commissioners' diaries</i>	Length of mandate		Destroy
5.5	Legislation		5 years		PRONI Appraisal

Reference no	Class	Series	Retention Period	Relevant Legislation	Final Action
5.7	Marketing & Media	<i>Information associated to events, exhibitions &amp; fairs, media releases, news cuttings etc. that have historical significance or linked with key policy and research</i>			Permanent preservation
		<i>Committees and operational documents</i>	5 years		Destroy
5.8	Meetings	Strategic/Senior Management	5 years		PRONI Appraisal
		Operational	5 years		Destroy
5.9	Policy		5 years		PRONI Appraisal
5.10	Procedures		5 years		Destroy
5.11	Projects		5 years		Destroy
5.12	Publications	Annual report and newsletters			Permanent preservation
		Publications, brochures, forms, corporate identity, presentations etc	5 years		Destroy
5.13	Record Management	Includes Administration, information Audits, records storage etc	5 years		Destroy

<b>Reference no</b>	<b>Class</b>	<b>Series</b>	<b>Retention Period</b>	<b>Relevant Legislation</b>	<b>Final Action</b>
		Retention Scheduling, Disposal Lists and Inventories	5 years		Permanent Preservation by CVS
5.14	Reporting		5 years		Destroy
5.15	Security		5 years		Destroy
5.16	Standards		5 years		Destroy
5.17	Web Management	Procurement, hosting and content contracts	5 years		Destroy

**Function: Strategic Management & Policy and Research Development**

<b>Reference no</b>	<b>Class</b>	<b>Series</b>	<b>Retention Period</b>	<b>Relevant Legislation</b>	<b>Final Action</b>
6.1	Business Performance		5 years		Destroy
6.2	Business Planning		5 years		PRONI Appraisal
6.3	Committees	Strategic/Senior Management	5 years		PRONI Appraisal
		Operational	5 years		Destroy
6.4	Emergency Planning		5 years		Destroy
6.5	Equality Promotion & Implementation		5 years		PRONI Appraisal
6.6	Legislation		5 years	Depending on the nature of the policy and development research work, relevant legislation will be examined such as the Victims & Survivors Order 2006	PRONI Appraisal

6.7	Meetings	Strategic/Senior Management	5 years		PRONI Appraisal
		Operational	5 years		Destroy
6.8	Policy & Research		5 years	Depending on the nature of the policy and development research work, relevant legislation will be examined such as the Victims & Survivors Order 2006	PRONI Appraisal
6.9	EU Policy & Research programmes		7 years after the end of the EU programme	Trauma services, advocacy, trans-generational, needs review assessment	Destroy
6.10	Procedures		5 years		PRONI Appraisal
6.11	Programmes		5 years		PRONI Appraisal
6.12	Projects		5 years	Trauma services, advocacy, trans-generational, needs review assessment	PRONI Appraisal
6.13	Reporting		5 years	Depending on the nature of the policy and development research work, relevant legislation will be examined such as the Victims & Survivors Order 2006	Destroy
6.14	Standards		5 years		Destroy

**Function: Technology & Communications**

Reference no	Class	Series	Retention Period	Relevant Legislation	Final Action
7.1	Application & System Support		5 years		Destroy
7.2	Application Development		5 years		Destroy
7.3	Legislation		5 years		PRONI Appraisal
7.4	Meetings	Strategic/Senior Management			PRONI Appraisal
		Operational	5 years		Destroy
7.5	Policy		5 years		PRONI Appraisal
7.6	Procedures		5 years		Destroy
7.7	Projects		5 years		Destroy
7.8	Resources	Acquisition	7 years		Destroy
		Allocation	5 years		Destroy
		Contracting	7 years		Destroy

Reference no	Class	Series	Retention Period	Relevant Legislation	Final Action
		Disposal	5 years		Destroy
		Installation	5 years		Destroy
		Inventory and Asset Registers	5 years		Destroy
		Access Database & Stakeholder Engagement	5 years		Destroy
		Maintenance	5 years		Destroy
7.9	Operations		7 years		Destroy
7.10	Security		5 years		Destroy
7.11	Standards		5 years		Destroy
7.12	Systems Management		7 years		Destroy



**Function: Client Support**

Reference no	Class	Series	Retention Period	Relevant Legislation	Final Action
8.1	Programmes and Workshops	Focus groups, stakeholder surveys and workshops	5 years		Destroy
8.2	Legislation		5 years		PRONI Appraisal
8.3	Meetings	Strategic/Senior Management	5 years		PRONI Appraisal
		Operational	5 years		Destroy
8.4	Policy		5 years		PRONI Appraisal
8.5	Procedures		5 years		Destroy
8.6	Projects		5 years		Destroy
8.7	Resources	Acquisition	7 years		Destroy
		Allocation	5 years		Destroy
		Contracting	7 years		Destroy
		Disposal	5 years		Destroy

Reference no	Class	Series	Retention Period	Relevant Legislation	Final Action
		Installation	5 years		Destroy
		Inventory and Asset Registers	5 years		Destroy
		Maintenance	5 years		Destroy
8.8	Operations		7 years	Communications with and behalf of the client, letter and emails.	Destroy
8.9	Security		5 years		Destroy
8.10	Standards		5 years		Destroy
8.11	Systems Management		7 years		Destroy



Commission for Victims and Survivors Retention and Disposal 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 20<sup>th</sup> January 1925.

*Stephen Moore*

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Stephen Moore

Head of Information/ Records Management

Commission for Victims and Survivors

*Stephen McGettigan*

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Stephen McGettigan

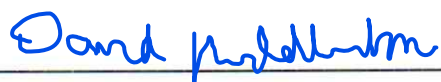
Information & Records Officer

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Andrew Sloan

Chief Executive/ Head of Public Authority

Commission for Victims and Survivors



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David Huddleston

Head of Records Management, Cataloguing and Access Section

Public Record Office of Northern Ireland

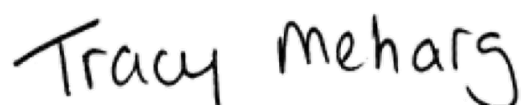


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Michael Willis

Deputy Keeper of the Records

Public Record Office of Northern Ireland



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Tracy Meharg

Permanent Secretary

Department for Communities