



DATA DUOPOLY

Data Duopoly  
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## Records Management Guidance and Retention Schedule

### Purpose

This document is to be used as guidance for the retention of all records across the organisation. A record retention reschedule will normally be organised by the type of records followed by a given time period after which the record can be destroyed or needs to be transferred to an archive.

The categories given are broad by design in order to keep the number of choices manageable. There is a rationale detailing why particular record types should be kept such as an act or statutory instrument which is shown in each case.

### Scope

All information assets generated or processed by Data Duopoly as the designated **Data Controller** are governed by this policy without exception and include those created prior to the publishing of this policy. This will include information in any format, including but not limited to;

- Electronic information, i.e. data stored within the digital storage medium.
- Paper information, i.e., records, notes, minutes, etc.
- Information shared only visually, i.e. telephone or video conference meetings.

Where Data Duopoly works with a third-party in the capacity as a **Data Processor**, the **Data Controller** will be responsible for setting the classification system or formally adopting this policy for that specific purpose.

### Responsibility

Data Duopoly is responsible for ensuring the adequacy of the data storage and processing facilities are available to enable compliance with the Information Handling Policy. Individuals within Data Duopoly have a personal responsibility to ensure the correct management and protection of information, and may be personally liable for any breaches of information security that arise from the failure to take appropriate measures to do so or in the case of gross misconduct.

### Key Questions.

What category should I use?

If you think your record could fit into more than one category, use the longer time period. If you are unsure which category to use, contact the information office for guidance.

When does the time period start?

Paper files start from the date the file is closed. If this is not recorded on the cover or elsewhere in the file, use the date of the last piece of paper put on the file.



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Electronic material held within a folder from the date of the last item added to the folder.

Data held in a database should be purged when it has reached end of life. A report can be constructed to assist with this and should be logged if used.

#### Time Based Retention Schedule

Time Period	Type of Record	Rationale
3 months or less	Employment candidate information	Only required in case Data Duopoly might consider them for a position that may appear in the next 3 months after interview.
2 years	Operational Records	Operational records are records that you need to complete your daily tasks. Once a task is complete you will generally not need them. Two years allows you to keep the current and previous year for reference. This category includes duplicates of master record that you're using for information only when the original is been kept elsewhere.
3 years or 6 years	Accident Reports	Unless illness could develop in the future. Three years if a personal injury claim or otherwise six years from the date of the last entry (Or, if the accident involves a child/young adult, then time, three or six years depending on the nature of their claim, runs from their 18 <sup>th</sup> birthday).
7 years	Financial Records	Taxes Management Act 1970  Limitation Act 1980  Value Added Tax Act 1994  HMCE 700/21 HM Customs and Excise Notice 700/21:



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		Keeping [VAT] records and accounts
6 years	Contractual Records (from the time the contract has ended)	Limitation Act 1980 s6  Statutory Instrument 1991, 2680, The Public Works Contracts Regulations 1991  Statutory Instrument 1993/2680, The public Services Contracts Regulations 1993  Statutory Instrument 1995/201, The Public Supply Contracts Regulations 1993
6 years	Employee records that do not need to be kept their lifetime (from the time the employee has left)	Limitation Act 1980
7 years	Audit Records	Limitation Act 1980
6 years	Legal Cases and Actions	Limitation Act 1980
75 Years	Records relating to an employee that need to be kept for their lifetime e.g. pensions,.	Limitation Act 1980
Permanent	Company minutes and papers	These records show the history of the Company and are important enough to be kept permanently
Permanent	Deeds, Finals Accounts, Selected personnel records	These records show the history of the Company and are important enough to be kept permanently