

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
<b>16. Information Management</b>	Documentation regarding access to information. Includes Freedom of Information Act, client access to records, Environmental Information Regulations, and Data Protection Act.				
Access to information	Providing access to Council information.				
Data protection Subject Access Request	Process around the request under data protection. <ul style="list-style-type: none"> <li>Subject Access Request</li> </ul>	Destroy when information no longer required	Data Protection Act 1998	Protect	
Data protection notification	Process of notifying the Information Commissioner on data held. <ul style="list-style-type: none"> <li>Notification</li> </ul>	Destroy - 3 years after previous notification	CWAC retention based on good practice	Not protectively marked	
Environmental information requests statistics	Statistical data about the number of requests you answered and their outcomes etc. Details of access decisions. <ul style="list-style-type: none"> <li>Information requests</li> </ul>	Destroy - 10 years after data created	TNA Retention and Disposal Guidance 14.	Not protectively marked	
Environmental information scheduled for destruction	Information subject to an EIR request but scheduled for destruction. <ul style="list-style-type: none"> <li>Information requests</li> </ul>	Destroy - 6 months after last correspondence	TNA Retention and Disposal Guidance 14.	Protect	

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Environmental information policy for requests	Procedures for handling EIR requests and other documents regarding practical implementation of EIR. <ul style="list-style-type: none"> <li>• Policy records</li> </ul>	Destroy - 5 years after procedures have been superseded	TNA Retention and Disposal Guidance 14.	Not protectively marked	
Freedom of information statistics	Statistical data about the number of requests you answered and their outcomes etc. Details of access decisions. <ul style="list-style-type: none"> <li>• Information requests</li> </ul>	Destroy - 10 years after data created	TNA Retention and Disposal Guidance 14.	Not protectively marked	
Freedom of information scheduled for destruction	Information subject to a FOI request but scheduled for destruction. <ul style="list-style-type: none"> <li>• Information requests</li> </ul>	Destroy - 6 months after last correspondence	TNA Retention and Disposal Guidance 14.	Protect	
Freedom of information requests	Case file records detailing the FOI request, the consideration of possible exemptions and subsequent appeals. <ul style="list-style-type: none"> <li>• Information requests</li> </ul>	Destroy - 3 years after date of creation	TNA Retention and Disposal Guidance 14.	Protect	
Freedom of information policy	Procedures for handling FOI requests and other documents regarding practical implementation of FOI. <ul style="list-style-type: none"> <li>• Policy records</li> </ul>	Destroy - 5 years after procedures have been superseded	TNA Retention and Disposal Guidance 14.	Not protectively marked	

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Freedom of information publication scheme	The publication scheme that is required under the Freedom of Information Act 2000. <ul style="list-style-type: none"> <li>Publication scheme</li> </ul>	Permanent - offer to archivist	CWAC retention based on good practice	Not protectively marked	
Archives	Information on permanent storage of items.				
Archives management	The consolidated listing of all records held by the authority. <ul style="list-style-type: none"> <li>Records catalogue</li> </ul>	Review every 5 years	CWAC retention based on good practice	Not protectively marked	
Knowledge management	Information related to education and training.				
Information asset management register	List of information assets. <ul style="list-style-type: none"> <li>Information asset register</li> </ul>	Review every 5 years	CWAC retention based on good practice	Not protectively marked	
Information asset management record surveys	Information relating to an audit of records of various types. <ul style="list-style-type: none"> <li>Record surveys</li> </ul>	Destroy - 5 years after closure	TNA Retention and Disposal Guidance 9	Not protectively marked	
Information asset management circulation lists	Information in regards circulation lists, address books etc. <ul style="list-style-type: none"> <li>Circulation lists</li> </ul>	Destroy when superseded	CWAC retention based on good practice	Protect	

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Records management	Information on managing the records of the authority.				
Compliance	Information and data standards as used by the authority, e.g. E-GMS, planning data set etc. <ul style="list-style-type: none"> <li>• Classification schemes</li> <li>• Retention schedules</li> </ul>	Permanent - offer to archivist	RGLA 2.10	Not protectively marked	
Forms development templates	Standard templates.	Destroy when superseded	CWAC retention based on good practice	Not protectively marked	
Forms development design	Manual and electronic forms design.	Destroy when superseded	CWAC retention based on good practice	Not protectively marked	
Image capture	Audio visual library information. <ul style="list-style-type: none"> <li>• Image catalogue</li> </ul>	Review every 5 years	CWAC retention based on good practice	Not protectively marked	
Retention scheduling disposals	Information regarding disposal of the council's records. <ul style="list-style-type: none"> <li>• Disposal certificates</li> </ul>	Destroy - 12 years after last action	RGLA 2.12	Not protectively marked	
Tracking	Information regarding tracking and tracing the movement of information from records, archives and libraries.	Destroy - 2 years after last closure	TNA Retention and Disposal Guidance 9	Not protectively marked	

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Registration	Registers.				
Statutory registers	Statutory data registers.	Permanent - offer to archivist unless specific legislation requires otherwise	Limitations Act 1980	Protect	