

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
15. Information and Communication Technology	Information and communication technology documentation.				
Infrastructure	Information relating to the infrastructure.				
Disposal Assets under £50,000	Documentation relating to the process of disposal of hardware and software belonging to this authority. <ul style="list-style-type: none"> Assets under £ 50,000 	Destroy - 6 years after all obligations/entitlements concluded	Limitations Act 1980. RGLA 7.29	Not Protectively Marked	
Disposal Assets over £50,000	Documentation relating to the process of disposal of hardware and software belonging to this authority. <ul style="list-style-type: none"> Assets over £ 50,000 	Destroy - 12 years after all obligations or entitlements are concluded	Limitations Act 1980. RGLA 7.29	Not Protectively Marked	
Fault reporting	Customer (public) reporting of faults relating to council services.	Current plus 1 year	CWAC retention based on good practice	Not Protectively Marked	
Licensing	Documentation in relation to software licensing. <ul style="list-style-type: none"> Software licence 	2 years after deactivation of licence	CWAC retention based on good practice	Not Protectively Marked	

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Help Desk Support	Help desk support information relating to specific systems or pieces of software.	Current plus 1 year	CWAC retention based on good practice	Not Protectively Marked	
Information security	Data security information and documentation.	Review after 7 years	CWAC retention based on good practice	Not Protectively Marked	
Network maintenance	Documentation relating to the maintenance and support of the network.	Destroy after 7 years	Limitations Act, 1980	Not Protectively Marked	
Server maintenance	Documentation relating to system servers and their maintenance.	Destroy after 7 years	Limitations Act, 1980	Not Protectively Marked	
Spatial data management	Documentation relating to geographic information systems. <ul style="list-style-type: none"> • GIS systems 	Review after 7 years	Limitations Act, 1980	Not Protectively Marked	
Storage	Documentation relating to storage systems and servers.	Life of system or server plus 6 years	CWAC retention based on good practice	Not Protectively Marked	
Strategy	Documentation relating to an ICT Strategy.	Permanent – offer to archive when business use concluded	CWAC retention based on good practice	Not Protectively Marked	

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Web development	Includes development of Internet, Intranet and Extranet.	Review after 3 years	CWAC retention based on good practice	Not Protectively Marked	
System support	Documentation relating to a specific application. System logs may be identified by application, hardware etc.				
Change Control	Documentation relating to planned changes to a specific system. <ul style="list-style-type: none"> • System log 	Destroy - 2 years after system no longer used	LGCS	Not Protectively Marked	
Configuration management	Documentation relating to the configuration of the system. <ul style="list-style-type: none"> • System log 	Destroy - 2 years after system no longer used	LGCS	Not Protectively Marked	
Data Management	Documentation relating to the management of specific systems data which includes back ups, mirroring, and systems interfaces. <ul style="list-style-type: none"> • System log 	Destroy - 2 years after system no longer used	LGCS	Not Protectively Marked	
Design and Construction	Documentation relating to the design and construction of systems. <ul style="list-style-type: none"> • System log 	Destroy - 2 years after system no longer used	LGCS	Not Protectively Marked	

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Development	Documentation relating to the development of systems and software. Includes web technology development, programming. <ul style="list-style-type: none"> System log 	Destroy - 2 years after system no longer used	LGCS	Not Protectively Marked	
Implementation	Documentation relating to systems implementation <ul style="list-style-type: none"> System log 	Destroy - 2 years after system no longer used	LGCS	Not Protectively Marked	
Integration and interfaces	Documentation in relation to data conversion, data matching, data mapping and system interfacing. <ul style="list-style-type: none"> System log 	Destroy - 2 years after system no longer used	LGCS	Not Protectively Marked	
Maintenance	Documentation relating to the maintenance and support of software and systems. Includes website. <ul style="list-style-type: none"> System log 	Destroy - 2 years after system no longer used	LGCS	Not Protectively Marked	
Manuals	Manuals and user information relating to specific systems and software. <ul style="list-style-type: none"> User manuals 	Destroy - 2 years after system no longer used	LGCS	Not Protectively Marked	