# Generic records retention schedule for Isle of Man local authorities Guidance for use

#### Overview

Retention scheduling is at the heart of effective records management. It is a set of processes by which you determine how long you need to keep a given record – the 'retention period' - and what happens to it at the end of that period. The decisions you make and actions you identify are drawn together into a key document - the retention schedule - which you can then use to manage your records going forward

#### 1 What are the benefits of retention scheduling?

Retention scheduling will help you to:

- ensure legislative compliance (with legislation and regulations relating to your own business area, the Public Records Act and Data Protection legislation)
- enhance business effectiveness, by increasing your control over your records, saving valuable staff time and records storage costs

Isle of Man Public Record Office Factsheet 6: "What is retention scheduling?' and Factsheet 10 'How do I use the Isle of Man Public Record Office's generic retention schedules?' provide further information. It is important that you read these factsheets before using the Generic Retention Schedule. The Isle of Man Public Record Office can also provide a retention schedule template.

### 2 What are the IOMPRO generic retention schedules?

The Isle of Man Public Record Office generic retention schedule for local authorities provides a starting point for creating retention schedules. It was produced by a working group of Isle of Man Local Authority Clerks and suggests retention periods for record types that are common to a number of Isle of Man local authorities. They are based on business requirements and UK guidance, including advice from the UK's National Archives (https://www.nationalarchives.gov.uk/), the Scottish Council on Archives (http://www.scottisharchives.org.uk/scarrs) and the Information and Records Management Society. They also aim to take into account legislation common to all public bodies.

It should be emphasised that the Generic Retention Schedule offers general guidance and does not constitute legal advice. The length of time records are required may vary across different areas and no tool will fit all circumstances. Local authorities are responsible for their own records retention decisions, which should take into account their own business and legal requirements.

#### 3 How is the retention schedule arranged?

The schedule is split into 19 sections (each a separate worksheet) containing suggested records series in the following common functional areas:

Corporate management Finance Information management Records of short term value Risk management and insurance Health and safety Human resources Byelaws and enforcement Rates Flections Housing Building control Estates and infrastructure Refuse and recycling Planning and property searches Licensing Leisure services Dispute resolution Payroll

The schedule has the following columns:

The name of each record series should be placed in this column. Include a row in your retention schedule for each type of records you create or receive (each 'record series'). Examples could include 'Accounts', 'Planning Committee minutes and agendas'.
Identify any legislation, policy or regulation that requires you to keep the record series for a certain length of time e.g. '7 years (Isle of Man Government finance regulations)', 'Permanent (Registration of Deeds Act 1961)'
Identify how long the records are useful to you for business purposes (your operational business needs), other than legal compliance. State the length of time you need to keep the records to meet your business needs in this column, e.g. '5 years'.
Compare your legal/regulatory requirements and your business needs requirements (identified in columns B and C). The longer of these two requirements will be your final retention period. Insert the final retention period in this column. Try to be as specific as possible and include any triggers that begin the retention period, e.g. 'current financial year + 7 years' or 'date of closure of file + 3 years'
Please contact the Public Record Office team and we can work with you to decide which records series should be kept permanently as part of the Public Record Office collections. It is important that you discuss and agree selection with us before disposing of any of your records- this is a legal obligation under the Public Records Act. For records included in the generic schedule, many of these decisions have already been included.
Identify any actions to be taken either during the life of the records or at the end of their retention period, e.g. 'Transfer selected records to the Isle of Man Public Record Office' (at a date agreed with the Public Record Office) or 'Destroy records securely at the end of the retention period' (to be used only where records have not be selected for permanent preservation at the Public Record Office).
You can use this column to record any extra information, for example, any access considerations if the record series contains sensitive or confidential information, if the record series only exists for a specific period of time (rather than continuing indefinitely), if the records are in a specific format that might require attention during the retention period (for example audio or audio-visual recordings on vulnerable media with a limited lifespan such as cassette or CD-Rom) or where you have taken retention periods from best practice guidance elsewhere.

## 4 What about records not covered by the schedule?

Whilst efforts have been made to capture the main functions carried out by Isle of Man local authorities, you may find that some of the records you produce are not listed in the generic retention schedule. It is very important that retention periods are also produced for these records and included in your schedule. It is also important that selection for permanent preservation is carried out before you dispose of any records - this is a legal obligation under the Public Records Act 1999. Please contact Isle of Man Public Record Office when writing or updating a schedule on 693569 or email public.records@gov.im.

In order to use the Isle of Man Public Record Office generic retention schedule for local authorities you need to:

- transfer the information in the generic schedule into your own organisation's retention schedule
- check that the schedule is appropriate for your records, taking into consideration your organisation's business and legal requirements
- add any additional records series that you create to the schedule and identify your legal and business needs for retention
   consult the Isle of Man Public Record Office to agree selection decisions for any additional record series you have added to the schedule
   set an annual or bi-annual review date and insert this into your schedule

- ask senior management to approve and sign the retention schedule
   ask the Isle of Man Public Record Office to approve and sign the retention schedule
   implement the decisions recorded in the schedule
- keep a log of which records are destroyed or transferred to the Isle of Man Public Record Office
- review your schedule regularly and agree any revisions with the Isle of Man Public Record Office

## Isle of Man Public Record Office: generic records retention schedule for Isle of Man local authorities: Corporate Management

Help and instructions on the first tab

## Contents:

- Strategic planning Quality and performance Communications
- Enquiries and complaints
- Events and visits Legal
- Administrative

Record Series	Retention requirements - legal/regulatory	Retention requirements - business needs	Retention period	Public Records Act selection (to be completed by the IOMPRO)	Actions	Notes
Strategic planning	icgai, regulator y	Dadiness necus	receitabli peliou	120	Account	1.10100
Board/ Council minutes (private and public meetings) including agendas, reports and papers placed before the Board for		To be retained for transfer to IOMPRO.	Permanent. To be retained for transfer to IOMPRO.	Retain for permanent preservation.	Transfer to PRO after 25 years.	
Minutes and associated papers of committees and other management groups, including agendas, reports and papers for consideration.		To be retained for transfer to IOMPRO.	Permanent. To be retained for transfer to IOMPRO.	Retain for permanent preservation.	Transfer to PRO after 25 years.	
Minutes and associated papers of external meetings, including joint committees, agency and partnership working		The local authority needs to determine their business requirements.	This column can only be completed once selection requirements have been agreed with IOMPRO.	The lead agency should offer official minutes to the Public Record Office for permanent preservation.	Lead agency: please contact IOMPRO to request a review of the records to determine which records should be selected for permanent preservation. Transfer selected records to IOMPRO at age 25 years. Destroy records not selected at the end of the retention period.	
Corporate plans e.g. operational / strategic plans.		To be retained for transfer to IOMPRO.	Permanent. To be retained for transfer to IOMPRO.	Retain for permanent preservation.	Transfer to PRO after 25 years.	
Working papers documenting the preparation of corporate plans		The local authority needs to determine their business requirements.	The local authority needs to determine their retention period.	Not required.	Destroy at the end of the retention period.	
Records documenting proposed changes to legislation and other business for Tynwald consideration. (For Tynwald questions see the Enquiries section.)		To be retained for transfer to IOMPRO.	Permanent. To be retained for transfer to IOMPRO.	Retain for permanent preservation.	Transfer to PRO after 25 years.	
Records documenting the organisational structure.		To be retained for transfer to IOMPRO.	Permanent. To be retained for transfer to IOMPRO.	Retain for permanent preservation.	Transfer to PRO after 25 years.	

Record Series	Retention requirements - legal/regulatory	Retention requirements - business needs	Retention period	Public Records Act selection (to be completed by the IOMPRO)	Actions	Notes
Policies.		To be retained for transfer to IOMPRO.	Permanent. To be retained for transfer to IOMPRO.	Retain for permanent preservation.	Transfer to PRO after 25 years.	Policy records will be selected from the public body that created them. Reference copies kept by other public bodies are not selected.
Working papers documenting the preparation of policies.		When the policy authorised + 1 year.	Records selected for permanent preservation to be retained for transfer to IOMPRO.  Records not selected for permanent preservation retention period: when the policy authorised + 1 year.	Retain for permanent preservation records that reflect significant changes to the draft policy.	Transfer records selected for permanent preservation to IOMPRO when 25 years old.  Destroy records not selected by IOMPRO at the end of the retention period.	Minor drafts that are not circulated to others are not selected for permanent preservation as per the Isle of Man Public Record Office Generic Records Retention Schedule: Records / Documents of Short Term Value.
Procedures, including standing orders		Review for further business use when superseded + 2 years.	Records selected for permanent preservation to be retained for transfer to IOMPRO.  Records not selected for permanent preservation retention period: review for further business use when superseded + 2 years.	Standing Orders and other procedures documenting the core functions of the local authority are selected for permanent preservation. Procedures documenting non-core functions are not required.	Transfer records selected for permanent preservation to IOMPRO when 25 years old.  Set further retention period for records still of current business use.  Destroy records not selected by IOMPRO or required for current business use at the end of the retention period.	
Published reports (created or commissioned by the local authority).	I performance (not human re	To be retained for transfer to IOMPRO.	Permanent. To be retained for transfer to IOMPRO.	Retain for permanent preservation.	Transfer to PRO after 25 years.	Reference copies of reports created or commissioned by other public bodies or external organisations should be offered to PRO before destruction.
Assessments for accreditation e.g. Investors in People.			Completion of assessment + 5 years / until superseded.	Not required.	Destroy at the end of the retention period.	
Performance monitoring reports, including reviews of quality or efficiency. E.g.: - final reports - annual reports - policy reviews - value reviews - strategic / operational plan reviews.		Approval of review report + 5 years.	IOMPRO to review. Records selected for permanent preservation to be retained for transfer to IOMPRO.  Records not selected for permanent preservation retention period: approval of review report + 5 years.	IOMPRO to review at the end of the retention period to determine whether records are selected for permanent preservation.	Transfer records selected for permanent preservation to IOMPRO when 25 years old.  Destroy records not selected by IOMPRO at the end of the retention period.	

Record Series	Retention requirements - legal/regulatory	Retention requirements - business needs	Retention period	Public Records Act selection (to be completed by the IOMPRO)	Actions	Notes
Performance monitoring working papers, including reviews of quality or efficiency. E.g.: - key performance indicator data that is summarised in a report - drafts - correspondence - other supporting or preparatory records.			Approval of review report + 1 year.	Not required.	Destroy at the end of the retention period.	
External inspection reports concerning performance or quality.		To be retained for transfer to IOMPRO.	Permanent. To be retained for transfer to IOMPRO.	Retain for permanent preservation.	Transfer to PRO after 25 years.	
Communications  Mail processing logs or registers.		Current year + 3 years.	Current year + 3 years.	Not required.	Destroy at the end of the retention period.	
Publications, campaign and marketing records created or commissioned by the local authority. E.g. presentations, leaflets, posters, etc. (Not publications collected from other organisations.)		To be retained for transfer to IOMPRO.	Permanent. To be retained for transfer to IOMPRO.	Retain for permanent preservation.	Transfer to PRO after 25 years.	Manx National Heritage and / or Tynwald Library may also require publications. Please confirm with these bodies before duplicate publications are destroyed.  Publications collected from other organisations are not selected for permanent preservation.
Records concerning the preparation of publications, campaigns and marketing records. E.g. drafts.		When publication withdrawn / conclusion of campaign + 1 year.	When publication withdrawn / conclusion of campaign + 1 year.	Not required.	Destroy at the end of the retention period.	
Internal staff newsletters and blogs. (To be retained by the creating body).		End of administrative use + 3 years.	Permanent. To be retained for transfer to IOMPRO.	Retain for permanent preservation.	Transfer to PRO after 25 years.	Records will be selected from the public body that created them. Reference copies kept by other public bodies are not selected.
Final artwork for corporate identity and branding.		To be retained for transfer to IOMPRO.	Permanent. To be retained for transfer to IOMPRO.	Retain for permanent preservation.	Transfer to PRO after 25 years.	

Record Series Records documenting the development of corporate identity and branding.	Retention requirements - legal/regulatory	Retention requirements - business needs Until superseded.	Retention period  Records selected for permanent preservation to be retained for transfer to IOMPRO.  Records not selected for permanent preservation retention period: until superseded.	Public Records Act selection (to be completed by the IOMPRO)  Retain for permanent presentation records relating to major rebranding exercises.	Actions Transfer records selected for permanent preservation to IOMPRO when 25 years old.  Destroy records not selected by IOMPRO at the end of the retention period.	Notes
Consultation working papers.  Published consultation		Review for further business use at completion of consultation + 5 years.  To be retained for transfer to	Review for further business use at completion of consultation + 5 years.  Permanent. To be retained for	Not required.  Retain for permanent	Set further retention period for records still of current business use. If no longer required, destroy at the end of the retention period.  Transfer to PRO after 25	
document (consultations carried out by the local authority).		IOMPRO.	transfer to IOMPRO.	preservation.	years.	
Consultation responses (for consultations carried out by the local authority).	Consideration should be given to the Data Protection Act 2002 (and EU GDPR) when determining the retention period. The Fifth Principle states 'personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.' For example, if confidential responses are received that contain personal data it may be appropriate to retain only until analysis of responses is	years.	IOMPRO to review. Records selected for permanent preservation to be retained for transfer to IOMPRO.  Records not selected for permanent preservation retention period: to be determined by the public body after consideration of Data Protection requirements.	Consultation responses that have been summarised in a final report are not required.  Where a summary has not been created IOMPRO to review at the end of the retention period to determine whether responses are selected for permanent preservation.	Transfer records selected for permanent preservation to IOMPRO when 25 years old.  Destroy records not selected by IOMPRO at the end of the retention period.	
Consultation final output records e.g. reports, presentations, anonymised statistics (for consultations carried out by the local authority).		To be retained for transfer to IOMPRO.	Permanent. To be retained for transfer to IOMPRO.	Retain for permanent preservation.	Transfer to PRO after 25 years.	
Responses by the local authority to public consultations carried out by other organisations		The local authority needs to determine their business requirements.	Please contact IOMPRO to request a review of the records to determine which records should be selected for permanent preservation.	Retain selected records for permanent preservation.	Transfer records selected for permanent preservation to IOMPRO when 25 years old.  Destroy records not	

		1		Public Records Act selection		
	Retention requirements -	Retention requirements -		(to be completed by the		
Record Series	legal/regulatory	business needs	Retention period	IOMPRO)	Actions	Notes
Customer survey working	<u> </u>	Review for further business use	•	Not required.	Set further retention	
papers.		at completion of survey + 3		·	period for records still of	
		years.			current business use. If no	
		,			longer required, destroy at	
					the end of the retention	
					period.	
Customer surveys -	Consideration should be given	Completion of analysis of	Records not selected for permanent	Not required.	Destroy at the end of the	
individual responses.	to Data Protection Act 2002	responses.	preservation retention period: review		retention period.	
	Fifth principle which states		for further business use at			
	'personal data processed for		completion of survey + 5 years.			
	any purpose or purposes shall					
	not be kept for longer than is					
	necessary for that purpose or					
	those purposes' and GDPR					
	legislation.					
Customer survey				IOMPRO to review at the end of	Transfer records selected	
anonymised results and		at completion of survey + 5	for permanent preservation to be	the retention period to determine		
analysis.		years.	retained for transfer to IOMPRO.	whether records are selected for	preservation to IOMPRO	
				permanent preservation.	when 25 years old.	
			Records not selected for permanent			
			preservation retention period: review		Set further retention	
			for further business use at		period for records still of	
			completion of survey + 5 years.		current business use.	
					Destroy records not	
					selected by IOMPRO or	
					required for current	
					business use at the end of	
					the retention period.	
					the retention period.	
Media relations records		To be retained for transfer to	Permanent. To be retained for	Retain for permanent	Transfer to PRO after 25	
created by the local		IOMPRO.	transfer to IOMPRO.	preservation.	years.	
authority - final outputs e.g.						
media reports, briefings,						
press releases, published						
interviews etc.						
Media relations preparatory		Review for further business use	Review for further business use at	Not required.	Set further retention	
records e.g. organisational		at last action + 1 year.	last action + 1 year.		period for records still of	
records, drafts,		<u> </u>			current business use. If no	
correspondence.					longer required, destroy at	
					the end of the retention	
					period.	
Enquiries and complaints		]			l	
Records documenting the	The public body needs to	The public body needs to	The public body needs to determine	Not required.	Destroy at the end of the	
preparation of a response to	determine their legal	determine their business	their retention requirements.		retention period.	
a question in Tynwald.	requirements.	requirements.	·			
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Record Series	Retention requirements - legal/regulatory	Retention requirements - business needs	Retention period	Public Records Act selection (to be completed by the IOMPRO)	Actions	Notes
Comments and enquiries case files, including the public bodies' response. (For complaints see below.)	Consideration should be given to Data Protection Act 2002 Fifth principle which states 'personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes' and forthcoming GDPR legislation.	Last action on comments + 1 year.	Last action on comments + 1 year.	Not required.	Destroy at the end of the retention period.	For enquiries under Data Protection or Freedom of Information legislation please see the information management generic retention schedule.
Comments and enquiries analysis records e.g. statistics and anonymised responses.		Review for further business use at last action + 3 years.	IOMPRO to review. Records selected for permanent preservation to be retained for transfer to IOMPRO.  Records not selected for permanent preservation retention period: review for further business use at current year + 3 years.	IOMPRO to review at the end of the retention period to determine whether records are selected for permanent preservation.	Transfer records selected for permanent preservation to IOMPRO when 25 years old.  Set further retention period for records still of current business use.  Destroy records not selected by IOMPRO or required for current business use at the end of the retention period.	
Complaint case files, including correspondence, investigation and outcomes.	Where a legal action has commenced retain for period advised by legal representatives. Consideration should also be given to Data Protection Act 2002 Fifth principle which states 'personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes' and GDPR legislation.	Last action on complaint + 10 years.	Records selected for permanent preservation to be retained for transfer to IOMPRO.  Records not selected for permanent preservation retention periods: - Records not resulting in legal action: last action on complaint + 10 years Records where a legal action has commenced - retain for period advised by legal representatives.	Complaints that were high- profile, set precedents or brought about significant change in the public bodies' practice / policy are selected for permanent preservation. Low level complaints including those relating to refuse, litter, facilities and street lighting are not required.	Transfer records selected for permanent preservation to IOMPRO when 25 years old.  Destroy records not selected by IOMPRO at the end of the retention period.	
Complaint analysis records e.g. reports, statistics and anonymised responses.		Review for further business use at last action + 5 years.	IOMPRO to review. Records selected for permanent preservation to be retained for transfer to IOMPRO.  Records not selected for permanent preservation retention period: review for further business use at current year + 5 years.	IOMPRO to review at the end of the retention period to determine whether records are selected for permanent preservation.	Transfer records selected for permanent preservation to IOMPRO when 25 years old.  Set further retention period for records still of current business use.  Destroy records not selected by IOMPRO or required for current business use at the end of the retention period.	

	I	1		Public Records Act selection		
	Retention requirements -	Retention requirements -		(to be completed by the		
Record Series	legal/regulatory	business needs	Retention period	IOMPRO)	Actions	Notes
Complaints register.	Consideration should be given to Data Protection Act 2002 Fifth principle which states 'personal data processed for any purpose or purposes shall not be kept for longer than is	Paper: last entry in register + 10 years.  Electronic: current year + 10 years.	Paper: last entry in register + 10 years.  Electronic: current year + 10 years.	Not required.	Destroy at the end of the retention period.	
	necessary for that purpose or those purposes' and GDPR legislation.					
Events and visits						
Records of an events or official visits e.g. visitors book, programme, text of speeches, audio or video recordings, invitations, preparatory records etc.		Date of last action + 3 years	IOMPRO to review. Records selected for permanent preservation to be retained for transfer to IOMPRO.  Records not selected for permanent preservation retention period: date of last action + 3 years.	All programmes are selected for permanent preservation. In addition, records relating to royal visits are selected for permanent preservation.  IOMPRO to review records of other events and visits to determine whether they are selected for permanent preservation.	Transfer records selected for permanent preservation to IOMPRO when 25 years old.  Destroy records not selected by IOMPRO at the end of the retention period.	
Legal						
Records of legal advice received by the local authority	The local authority needs to determine their legal requirements.	The local authority needs to determine their business requirements dependent on the subject of the advice.	IOMPRO to review. Records selected for permanent preservation to be retained for transfer to IOMPRO.  The local authority needs to determine their own retention period for records not selected for permanent preservation.	IOMPRO to review records at the end of the local authority's legal and business retention to determine whether records are selected for permanent preservation. Selection will depend on the nature and subject of the advice.	Transfer records selected for permanent preservation to IOMPRO when 25 years old.  Set further retention period for records still of current business use.  Destroy records not selected by IOMPRO or required for current business use at the end of the retention period.	Note: legal privilege may require records to be covered by a closure period on transfer to IOMPRO. This will be discussed and agreed with the local authority prior to transfer considering the closure periods available in the Public Records Order 2015.
Administrative	<u> </u>	I		In	<u></u>	
Records, including subject files and reports, concerning major developments or projects in the local authority area, including infrastructure or heritage projects	The local authority needs to determine their legal requirements.	To be retained for transfer to IOMPRO.	Permanent. To be retained for transfer to IOMPRO.	Retain for permanent preservation.	Transfer to PRO after 25 years.	
Retention schedule sign of	ff (please note: the retention	schedule is only valid when	both 1 and 2 are signed):			
1. On behalf of [INSERT ORG	SANISATION NAME/DEPARTMENT	T/DIVISION AS APPROPRIATE] s	igning for all columns excluding E:	2. On behalf of the IOMPRO signi	ng for column E only:	
Name				Name		
Signature				Signature		
Position				Position		
Date				Date		

	 Retention requirements - business needs	Public Records Act selection (to be completed by the IOMPRO)	Actions	Notes
Date for scheduled				
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					selected by 10MPRO at		. 1 1										1																														.     '
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	Isle of Man Public Record	Office: generic records rete	ntion schedule for Isle of Man loc		on Managemen	ıt .
	Retention requirements -	Retention requirements -	Help and instructions on the first ta	Public Records Act selection (to be completed by the		
access request processing records.	legal/regulatory  Consideration should be given to Data Protection Act 2002  Fifth principle which states 'personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes' and forthcoming GDPR legislation.	business needs  Completion of appeal +6 years where appeal made to the Office of the Data Protection Supervisor.  Completion of request + 3 years where no appeal.	Retention period  Completion of appeal +6 years where appeal made to the Office of the Data Protection Supervisor.  Completion of request + 3 years where no appeal.	IOMPRO) Not required	Actions Destroy at the end of the retention period.	Notes
Data protection compliance records. E.g. audits, staff training etc.		Current year + 1 year.	Current year + 1 year.	Not required.	Destroy at the end of the retention period.	
Record of registration and notification of changes to the Information Commissioner Register of Data Controllers.		Current year + 3 years.	Current year + 3 years.	Not required.	Destroy at the end of the retention period.	
	Consideration should be given to Data Protection Act 2002 Fifth principle which states 'personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes' and GDPR legislation.	Completion of appeal + 6 years where appeal made to the Commissioner.  Completion of request + 3 years where no appeal.	Completion of appeal +6 years where appeal made to the Commissioner.  Completion of request + 3 years where no appeal.	Not requried.	Destroy at the end of the retention period. Consider redaction of personal data if the local authority wishes to retain content of responses for ongoing business use.	
Records management policy.		Until superseded.	Until superseded.	the retention period to determine whether records are selected for permanent preservation	Transfer records selected for permanent preservation to IOMPRO when superseded + 25 years.  Destroy records not selected by IOMPRO at the end of the retention period.	
Publication scheme.		When superseded + 3 years.	When superseded + 3 years.	Not required	Destroy at the end of the retention period.	

D	Retention requirements -	Retention requirements -		Public Records Act selection (to be completed by the	A . 1	
Record Series	legal/regulatory	business needs	Retention period	IOMPRO)	Actions	Notes
Information asset register.		When superseded + 2 years.	When superseded + 2 years.	IOMPRO to review at the end of the retention period to determine whether records are selected for permanent preservation	Transfer records selected for permanent preservation to IOMPRO when 25 years old.	
					Destroy records not selected by IOMPRO at the end of the retention period.	
Records audits / information surveys.		Current year + 2 years.	Current year + 2 years.	IOMPRO to review at the end of the retention period to determine whether records are selected for permanent preservation	preservation to IOMPRO when 25 years old.	
					Destroy records not selected by IOMPRO at the end of the retention period.	
Classification schemes and other documentation of record series. E.g. indexes, lists, registers.		Until superseded.	Until superseded.	Retain for permanent preservation schemes / documents relating to records selected for transfer to IOMPRO.  IOMPRO to review other records at the end of the retention period to determine whether they are also selected for permanent preservation.	Transfer records selected for permanent preservation to IOMPRO when 25 years old.  Destroy records not selected by IOMPRO at the end of the retention period.	
Retention schedules.		When superseded + 2 years.	When superseded + 2 years.	IOMPRO to review at the end of the retention period to determine whether records are selected for permanent preservation	Transfer records selected for permanent preservation to IOMPRO when 25 years old.  Destroy records not selected by IOMPRO at the end of the retention period.	
Lists of records destroyed.		Date of destruction +20 years.	Date of destruction +20 years.	Not required	Destroy at the end of the retention period.	
Records disposal certificates.		Date of destruction + 20 years.	Date of destruction + 20 years.	Not required.	Destroy at the end of the retention period.	
Records relating to the loan of records from IOMPRO.		Return of the record to IOMRPO + 5 years.	Return of the record to IOMPRO + 5 years.	Not required.	Destroy at the end of the retention period.	
Contracts relating to off site storage.	End of contract + 6 years (Limitation Act 1984)	_	End of contract + 6 years	Not required.	Destroy at the end of the retention period.	

				Public Records Act selection		1
	Retention requirements -	Retention requirements -		(to be completed by the		
Record Series	legal/regulatory	business needs	Retention period	IOMPRO)	Actions	Notes
Records relating to the	,	Records moved from offsite	Records moved from offsite storage	Not required.	Destroy at the end of the	
transfer and retrieval of		storage / transferred to	/ transferred to IOMPRO / destroyed	·	retention period.	
records to off site storage.		IOMPRO / destroyed + 2	+ 2 years.			
•		years.	,			
Procedures, manuals and		Until superseded.	Until superseded.	Not required.	Destroy at the end of the	
instructions on the					retention period.	
management of						
information or records.						
General routine						
correspondence relating to						
information management						
(not relating to policy or		The local authority needs to	The local authority needs to			
fitting within the categories	;	determine its own business	determine its own business needs		Destroy at the end of the	
above)		needs for retention.	for retention.	Not required	retention period.	
1. On bobalf of FINCERT OF	CANICATION NAME/DEDARTME	NT/DIVICION AC ADDDODDIATE	signing for all columns excluding E:	2. On behalf of the IOMPRO signi	ing for column E only	
1. On bendir of [INSERT OF	RGANISATION NAME/DEPARTME	NI/DIVISION AS APPROPRIATE	signing for all columns excluding E.	2. On behalf of the lowerd signi	ing for column E only.	
Name				Name		
Signature				Signature		
Position				Position		
Date				Date		
Date for scheduled						
review:						

#### Isle of Man Public Record Office: generic records retention schedule for Isle of Man local authorities: Records / Documents of Short Term Value Help and instructions on the first tab Public Records Act selection Retention requirements -**Retention requirements -**(to be completed by the Record Series legal/regulatory business needs Retention period IOMPRO) Actions Notes With compliments slips' None. Destroy immediately. None. Not required. that contain no other information. Externally produced Destroy at the end of the This retention period does not Until superseded. Until superseded. Not required. catalogues, trade journals retention period. apply to publications produced or magazines. by the public body. The record series they form part of should be listed elsewhere in public bodies' retention schedules. Meeting invitations with no Until meeting takes place or is Until meeting takes place or is Not required. Destroy at the end of the This retention period does not extra content. cancelled / rearranged. cancelled / rearranged. retention period. apply to invitations with substantial content (e.g. agendas, summaries of last meeting, discussion points). The record series they form part of should be listed elsewhere in public bodies' retention schedules. Routine requests for stock Until request fulfilled. Until request fulfilled. Destroy at the end of the Not required. information. E.g. location retention period. maps or advertising material. Early drafts of documents, Until superseded by shared or Until superseded by shared or final Drafts shared with colleagues or Not required. Destroy at the end of the which have not been final drafts. drafts. retention period. stakeholders for comment and shared with colleagues / final drafts of documents may stakeholders. be selected for permanent preservation. The record series they form part of should be listed elsewhere in public bodies' retention schedules. Not required. Distribution lists. Until superseded. Until superseded. Destroy at the end of the retention period. Until superseded. Until superseded. Not required. Destroy at the end of the Address books or telephone directories. retention period. Duplicate copies of records Until no longer required for Until no longer required for Not required. Destroy at the end of the circulated by others where reference purposes. reference purposes. retention period. no additions, such as comments or annotations, have been made. Telephone slips where the Until the file note is created. Until the file note is created. Not required. Destroy at the end of the File notes may be selected for information has been retention period. permanent preservation. The transferred to a file note. record series they are filed in should be listed elsewhere in public bodies' retention schedules.

Record Series	Retention requirements - legal/regulatory	Retention requirements - business needs	Retention period	Public Records Act selection (to be completed by the IOMPRO)	Actions	Notes
Trivial emails or notes not		Until the information contained	Until the information contained is no	Not required.	Destroy at the end of the	
related to the core		is no longer required.	longer required.		retention period.	
business of the public						
body or core support						
functions (e.g. Human						
Resources, Finance etc.)						
Retention schedule sign	off (please note: the retenti	on schedule is only valid whe	n both 1 and 2 are signed):			
1. On behalf of [INSERT O	RGANISATION NAME/DEPARTME	NT/DIVISION AS APPROPRIATE]	signing for all columns excluding E:	2. On behalf of the IOMPRO sign	ing for column E only:	
Name				Name		
Signature				Signature		
Position				Position		
Date				Date		
Date for scheduled						
review:						

Is	Isle of Man Public Record Office: generic records retention schedule for Isle of Man local authorities: Risk Management and Insurance									
			Help and instructions on the second t	ab						
Record Series Risk management	Retention requirements - legal/regulatory	Retention requirements - business needs	Retention period	Public Records Act selection (to be completed by the IOMPRO)	Actions	Notes				
Business continuity planning records. E.g. disaster response and recovery plan.  Business continuity training / education records.		When superseded + 6 years.  When superseded + 6 years.	Records selected for permanent preservation to be retained for transfer to IOMPRO.  Records not selected for permanent preservation retention period: when superseded + 6 years.  When superseded + 6 years.	Plans that were put into action as part of a major incident are selected for permanent preservation. All other plans are not selected.  Not required.	Transfer records selected for permanent preservation to IOMPRO when 25 years old.  Destroy records not selected by IOMPRO at the end of the retention period.  Destroy at the end of the retention period.					
Risk registers. (Not including risk assessments carried out to fulfil the Management of Health and Safety at Work Regulations 2003 and hazardous substances risk assessment - see Health and Safety Generic Retention Schedule for details).		When superseded + 6 years.	When superseded + 6 years.	Not required.	Destroy at the end of the retention period.					
Valuations for insurance purposes.		When superseded + 6 years.	When superseded + 6 years.	Not required.	Destroy at the end of the retention period.					
Insurance Records documenting the arrangement and renewal of insurance policies, excluding certificates of insurance (see below).	Limitation Act 1984: provides a period of action of 6 years from end date.	Date all obligations and entitlements concluded + 6 years.  For liability insurance policies consider retention up to 40 years.	Date all obligations and entitlements concluded + 6 years.  For liability insurance policies consider retention up to 40 years.	Not required.	Destroy at the end of the retention period.					
Certificate of insurance (excluding employers' liability insurance and public liability insurance).	Limitation Act 1984: provides a period of action of 6 years from end date.	Date all obligations and entitlements concluded + 6 years.  For liability insurance policies consider retention up to 40 years. (This is required for employers' liability insurance and advised for public liability insurance - see below).	Date all obligations and entitlements concluded + 6 years.  For liability insurance policies consider retention up to 40 years. (This is required for employers' liability insurance and advised for public liability insurance - see below).	Not required.	Destroy at the end of the retention period.					

	T.	T	ı		ı	1
				Public Records Act selection		
	Retention requirements -	Retention requirements -		(to be completed by the		
Record Series	legal/regulatory	business needs	Retention period	IOMPRO)	Actions	Notes
Certificate of insurance for	SD 312/04 The Employers'	Date all obligations and	Date all obligations and entitlements	Not required	Destroy at the end of the	
employers' and public	Liability (Compulsory	entitlements concluded + 40	concluded + 40 years.		retention period.	
liability insurance.	Insurance) Regulations 2004	years.	,		·	
,	4(4): 40 years.	ľ				
Summaries of insurance		Until superseded.	Until superseded.	Not required	Destroy at the end of the	
arrangements e.g.		onen superseded.	onen superseded.	Troc required	retention period.	
insurance registers.					recention period:	
insurance registers.						
Claims processing records.		Settlement of claim + 6 years.	Records selected for permanent	Claims that were high-profile, set	Transfer records selected	
ciamis processing records.		For claims involving children	preservation to be retained for	precedents or brought about	for permanent	
		1	transfer to IOMPRO.	significant change in the public	preservation to IOMPRO	
		of 24.	dansier to fortho.	bodies' practice / policy are	when 25 years old.	
		01 24.	Danauda wat aslantad fau wassanant		when 25 years old.	
		F		selected for permanent	B	
		For serious or contentious	preservation retention periods:	preservation.	Destroy records not	
		cases or cases of proven	- Settlement of claim + 6 years. For		selected by IOMPRO at	
		negligence consider retention	claims involving children not before		the end of the retention	
		of up to 20 years.	they reach the age of 24.		period.	
			- For serious or contentious cases or			
		For cases of employers' or	cases of proven negligence consider			
		public liability, consider	retention of up to 20 years.			
		retention up to 40 years.	- For cases of employers' or public			
		, , , , , , , , , , , , , , , , , , , ,	liability, consider retention up to 40			
			vears.			
			700.01			
General routine						
correspondence relating to						
risk management and						
insurance (not relating to						
policy, individual claims or		The local authority needs to	The local authority needs to			
fitting within the categories		determine its own business	determine its own business needs		Destroy at the end of the	
above)		needs for retention.	for retention.	Not required	retention period.	
above)		needs for retendon.	Tor retention.	inot required	retention period.	1
1. On behalf of [INSFRT OR	GANISATION NAME/DEPARTME	NT/DIVISION AS APPROPRIATE1	signing for all columns excluding E:	2. On behalf of the IOMPRO signi	na for column E only:	
1. o benan o. [1.102. (. o.		,5171626,67	organis or an obtaining oxerating 1.	and the second s	ng 101 column 2 om / 1	
Name				Name		
Signature				Signature		
Position				Position		
Date				Date		
Date for scheduled						
review:						

# Isle of Man Public Record Office: generic records retention schedule for Isle of Man local authorities: Health and Safety Please note: this retention schedule is for use by public bodies whose core functions are not health and safety. Help and instructions on the second tab

		Help and ir	nstructions on the second tab			
Record Series	Retention requirements - legal/regulatory	Retention requirements - business needs	Retention period	Public Records Act selection (to be completed by the IOMPRO)	Actions	Notes
Health and safety policy.		Date superseded + 50 years.	Date superseded + 50 years.	Not required.	Destroy at the end of the retention period.	Long retention period in order to show the organisation's compliance with health and safety legislation over time.
Health and safety procedure descriptions.		Date superseded + 50 years.	Date superseded + 50 years.	Not required.	Destroy at the end of the retention period.	Long retention period in order to show the organisation's compliance with health and safety legislation over time.
Evidence of first aid or manual handling training e.g. certificate, course attendance sheet.		End of current year + 3 years. (Not before superseded.)	End of current year + 3 years. (Not before superseded.)	Not required.	Destroy at the end of the retention period.	This retention period assumes regular training is undertaken every 3 years or sooner if there are significant changes.
Evidence of fire safety training.		It is recommended that these records are added to personnel records and retained for the same period (as long as this period is over 10 years).		Not required.	Attach to personnel records.	
entry/forms for minor accidents	Date of entry / last entry in a register + 3 years.  Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 7(4) as applied to the Isle of Man in 1993 requires records to be kept for at least 3 years from the date on which it was made. This requirement is also stated in the Social Security (Claims and Payments) Regulations 1979 25(3)(b) as applied to the Isle of Man by the Social Security Subsidiary Legislation (Application) (No. 2) Order 1979 (GC207/79).	register + 3 years.	Date of entry / last entry in a register + 3 years.	Not required.	Destroy at the end of the retention period.	
Accidents and incident reporting records relating to <b>children</b> e.g. RIDDOR accident report / register; accident book entry/forms for minor accidents	For legislation see above.	Date of birth of child + 25 years.	Date of birth of child + 25 years.	Not required.	Destroy at the end of the retention period.	

Record Series	Retention requirements - legal/regulatory	Retention requirements - business needs	Retention period	Public Records Act selection (to be completed by the IOMPRO)	Actions	Notes
Equipment safety inspection records. (For inspections carried out routinely at least once per year).		Date of inspection + 2 years	Date of inspection + 2 years	Not required.	Destroy at the end of the retention period.	
Records documenting the conduct, review and revision of risk assessments made to fulfil the public bodies' duties under Regulation 3 of the Management of Health and Safety at Work Regulations 2003 (SD 877/03).		Until superseded + 5 years.	Until superseded + 5 years.	Not required.	Destroy at the end of the retention period.	
Hazardous substances COSHH reports.	Date of last action + 40 years.  UK legislation: Control of Substances Hazardous to Health Regulations 2002 No 2677. Regulation 11 and 18(2).		Date of last action + 40 years.	Not required.	Destroy at the end of the retention period.	
Health and safety routine inspections (not including records related to the investigation of specific incidents). E.g. inspection reports, correspondence etc. regarding display screen monitoring, noise in the workplace etc.		Date superseded + 1 year.	Date superseded + 1 year.	Not required.	Destroy at the end of the retention period.	
Radon monitoring - dose assessment and recording of classified person (approved dosimetry service), medical surveillance and investigation records as specified in the UK Ionising Radiation Regulations 1999 (see next column).	Date made + 50 years or until the person's 75th birthday (whichever is longer).  UK legislation: The Ionising Radiation Regulations 1999 no 3232, regulations 21(3)(a), 23(2)(b), 24(3), 25(2)(b) and 30(5).		Date made + 50 years or until the person's 75th birthday (whichever is longer).	Not required.	Destroy at the end of the retention period.	
Ionising Radiation				ı		
Records documenting investigations as specified in the UK Ionising Radiation Regulations 1999 (see next column).	Date of report + 2 / 50 years (see legislation for definitions of which records to keep for 2 and which for 50).		Date of report + 2 / 50 years (see legislation for definitions of which records to keep for 2 and which for 50).		Destroy at the end of the retention period.	
	UK legislation: The Ionising Radiation Regulations 1999 no 3232, regulation 30(5).					

Record Series	Retention requirements - legal/regulatory	Retention requirements - business needs	Retention period	Public Records Act selection (to be completed by the IOMPRO)	Actions	Notes
Radon monitoring results and investigation records, as specified in the UK Ionising Radiation Regulations 1999 (see next column).  Asbestos	Date recorded + 2 years.  UK legislation: The Ionising Radiation Regulations 1999 no 3232, regulations 10(2), 19(4), 21(7), 22(4), 25(2)(a), 27(3) and 28.		Date recorded + 2 years.	Not required.	Destroy at the end of the retention period.	
Employee information /	I	Termination of employment	Termination of employment + 6	Not required	Attach to personnel	Record type as described in UK
instruction / training records concerning asbestos control.		+ 6 years.  A longer retention period of at least 40 years is	years.  A longer retention period of at least 40 years is appropriate if there has been potentially dangerous exposure.  It is recommended that these records are added to personnel records.	Not required.	records.	Legislation: Control of Asbestos at Work Regulations 2012 SI No 632, regulation 10.
Asbestos control records that show arrangements to deal with accidents, incidents and emergencies.		In case of any accident, incident or emergency date of incident + 40 years.  OR  Where no incidents, when superseded + 3 years.	In case of any accident, incident or emergency date of incident + 40 years.  OR  Where no incidents, when superseded + 3 years.	Not required.	Destroy at the end of the retention period.	Record type as described in UK Legislation: Control of Asbestos at Work Regulations 2012 SI No 632, regulation 15.
Record or suitable summary of air monitoring of employees exposure to asbestos.	40 years where exposure is such that a health record is required to be kept under regulation 22.  OR  + 5 years for any other case.  UK Legislation: Control of Asbestos at Work Regulations 2012 SI No 632, regulation 19.		Date of monitoring +  40 years where exposure is such that a health record is required to be kept under regulation 22.  OR  + 5 years for any other case.	Not required.	Destroy at the end of the retention period.	
Health records as specified in the UK Control of Asbestos at Work Regulations 2012 SI No 632, regulation 22(1).	Date of last incident + 40 years.  UK Legislation: Control of Asbestos at Work Regulations 2012 SI No 632, regulation 22(1).		Date of last incident + 40 years.	Not required.	Destroy at the end of the retention period.	

				Public Records Act selection (to be		
	Retention requirements -	Retention requirements -		completed by the		
Record Series	legal/regulatory	business needs		IOMPRO)	Actions	Notes
Medical examination certificates as specified in the UK Control of Asbestos at Work Regulations 2012 SI No 632, regulation 22(4).	Date of issue + 4 years.  UK Legislation: Control of Asbestos at Work Regulations 2012 SI No 632, regulation 22(4).			Not required.	Destroy at the end of the retention period.	
Exemption certificate as specified in the UK Control of Asbestos at Work Regulations 2012 SI No 632, regulation 32.	Certificate expired / revoked + 40 years.  Consider adding a copy to health records to be kept for 40 years.  UK Legislation: Control of Asbestos at Work Regulations 2012 SI No 632, regulation 32.		Certificate expired / revoked + 40 years.	Not required.	Consider adding a copy to health records to be kept for 40 years. Destroy at the end of the retention period.	
General routine correspondence relating to health and safety (not relating to policy, individual incidents or fitting within the categories above)		The local authority needs to determine its own business needs for retention.	The local authority needs to determine its own business needs for retention.	Not required	Destroy at the end of the retention period.	
1. On behalf of [INSERT ORGAN	NISATION NAME/DEPARTMENT/DIVISIO	ON AS APPROPRIATE] signing	for all columns excluding E:	On behalf of the IOMPRO signing for column E only:		
Name				Name		
Signature				Signature		
Position				Position		
Date			· · · · · · · · · · · · · · · · · · ·	Date		
Date for scheduled review:						

# Isle of Man Public Record Office: generic records retention schedule for Isle of Man local authorities: Human Resources

Please note: this retention schedule is for use by public bodies whose core functions are not health and safety.

	Help and instructions on the second tab							
	Retention requirements -	Retention requirements -		Public Records Act selection (to be completed by the				
Record Series	legal/regulatory	business needs	Retention period	IOMPRO)	Actions	Notes		
Recruitment								
Speculative enquiries about employment, including CVs and correspondence (where the enquiry did not lead to employment)	Data Protection Act 2002 Fifth principle states 'personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.' Consideration should also be given to GDPR legislation.	Not required after response sent	Not required after response sent	Not required.	Destroy after response sent.			
Recruitment advertising - advertisements and related papers (not person specific)	Data Protection Act 2002 Fifth principle states 'personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.' Consideration should also be given to GDPR legislation.	Finalisation of recruitment + 1 year	Finalisation of recruitment + 1 year	Not required.	Destroy at the end of the retention period.	Common practice for local authority records of this type. This retention period is recommended in the local authority retention schedule produced by the Records Management Society of Great Britain (now the Information and Records Management Society). Examination of retention schedules of a number of authorities show this is commonly in use.		
Recruitment records, including CV/application and interview records relating to unsuccessful candidates	Data Protection Act 2002 Fifth principle states 'personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.' Consideration should also be given to GDPR legislation.	Finalisation of recruitment + 1 year	Finalisation of recruitment + 1 year	Not required.	Destroy at the end of the retention period.	Common practice for local authority records of this type. This retention period is recommended in the local authority retention schedule produced by the Records Management Society of Great Britain (now the Information and Records Management Society). It is also recommended by the UK National Archives. Examination of retention schedules of a number of authorities show this is commonly in use.		
Recruitment records, including CV/application and interview records relating to successful candidates  Personnel administration	Data Protection Act 2002 Fifth principle states 'personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.'  Consideration should also be given to GDPR legislation.	,	Last day of service + 6 years	Not required.		Isle of Man Office of Human Resources retention period; common practice in many UK local authorities		

				Public Records Act		
		Retention		selection (to be		
	Retention requirements -	requirements -		completed by the		
Record Series	legal/regulatory	business needs	Retention period	IOMPRO)	Actions	Notes
						Retention required as evidence of
						employment and for
Summary employee management						superannuation/pension purposes.
records - capturing name, date of	1					Retention period is common practice
birth, dates of appointment, work	1					in UK local authorities and
history details,	Data Protection Act 2002 Fifth					recommended by Scottish Council on
postion/designation, titles and	principle states 'personal data					Archives.
dates held, previous service	processed for any purpose or					*Section 29 of the Data Protection Act
record (e.g. employment	purposes shall not be kept for					2002 allows the Public Record Office
registers, personal history cards,	longer than is necessary for that					to retain records containing personal
superannuation history cards,	purpose or those purposes.'					data indefinitely for research purposes
salary master records, summary	Consideration should also be given	Last pension payment	Last pension payment	Retain for permanent	Transfer to IOMPRO at	in compliance with the relevant
data from HR systems)	to GDPR legislation.	+ 6 years	+ 6 years	preservation	age 25 years.	conditions in that section.
Written particulars of						
employment of individuals						
(including contracts, terms and	D-t- D-t- ti A+ 2002 Field					
conditions, job description,	Data Protection Act 2002 Fifth					
personal specification, pay grade, change of role or changes in	principle states 'personal data processed for any purpose or					
contracted hours or terms and	purposes shall not be kept for					
conditions, record of previous	longer than is necessary for that					Retention period is common practice
service dates, letters of	purpose or those purposes.'					in UK local authorities and
termination of employment or	Consideration should also be given	Last day of service +	Last day of service +		Destroy at the end of the	
resignation)	to GDPR legislation.	6 years	6 years	Not required.	retention period.	Archives
, , , , , , , , , , , , , , , , , , ,	1	7	, , , , , ,		P	
	principle states 'personal data					
	processed for any purpose or					
	purposes shall not be kept for					Detection assist form III/ National
	longer than is necessary for that	l act day of comics	Last day of somiles I		Doctory at the and of the	Retention period from UK National
Qualifications/references	purpose or those purposes.'	Last day of service +	Last day of service +	Not required	retention period.	Archives and common practice in many UK local authorities
Qualifications/references	Consideration should also be given	b years	6 years	Not required.	retention period.	many or local authorities
	principle states 'personal data					
	processed for any purpose or					
	purposes shall not be kept for	Last day of service +	Last day of service +		Destroy at the end of the	
Employee proof of identity	longer than is necessary for that	6 years	6 years	Not required.	retention period.	
	principle states 'personal data					
	processed for any purpose or					
Employee police/disclosure	purposes shall not be kept for	Last day of service +	Last day of service +		Destroy at the end of the	
checks	longer than is necessary for that	6 years	6 years	Not required.	retention period.	
	Data Protection Act 2002 Fifth	,	,	'		
	principle states 'personal data					
	processed for any purpose or					
	purposes shall not be kept for	Until superseded.	Until superseded.			
Employee emergency contact	longer than is necessary for that	Final details: last day	Final details: last day		Destroy at the end of the	
details	purpose or those purposes.'	of service + 6 years	of service + 6 years	Not required.	retention period.	

				Public Records Act		
		Retention		selection (to be		
	Retention requirements -	requirements -		completed by the	1	
Record Series	legal/regulatory  Data Protection Act 2002 Fifth	business needs	Retention period	IOMPRO)	Actions	Notes
	principle states 'personal data					
	processed for any purpose or					
	purposes shall not be kept for					
Current address details and	longer than is necessary for that	Last day of service +	Last day of service +		Destroy at the end of the	Retention period recommended by UK
change of name/address	,	6 years	6 years	Not required.	retention period.	National Archives
change of hame/address	Data Protection Act 2002 Fifth	o years	o years	rot required.	recention period:	Tradional Al Chives
	principle states 'personal data					
	processed for any purpose or	Date of training/expiry	Date of			UK local authorities retention periods
	purposes shall not be kept for	of certificate + 6	training/expiry of		Destroy at the end of the	
Staff training records - routine	longer than is necessary for that	years	certificate + 6 years	Not required.	retention period.	after action completed
Starr training records routine	longer than is necessary for that	years	ceranicate i o years	rot required.	recention period:	urter detion completed
						Common practice for local authority
						records of this type. This retention
	Data Protection Act 2002 Fifth					period is recommended in the local
	principle states 'personal data					authority retention schedule produced
	processed for any purpose or					by the Records Management Society
	purposes shall not be kept for					of Great Britain (now the Information
	longer than is necessary for that					and Records Management Society).
Staff training records - training	purpose or those purposes.'					Examination of retention schedules of
1	Consideration should also be given	3	Date of training + 35	l.,		a number of authorities show this is
adults	to GDPR legislation.	years	years	Not required.	retention period.	commonly in use.
						Common practice for local authority
						records of this type. This retention
	Data Protection Act 2002 Fifth					period is recommended in the local
	principle states 'personal data					authority retention schedule produced
	processed for any purpose or					by the Records Management Society
	purposes shall not be kept for					of Great Britain (now the Information
	longer than is necessary for that					and Records Management Society).
	purpose or those purposes.'					Examination of retention schedules of
Registers of staff training - health	Consideration should also be given	Completion of training	Completion of training		Destroy at the end of the	a number of authorities show this is
	to GDPR legislation.	+ 50 years	+ 50 years	Not required.	retention period.	commonly in use.
501007	Data Frotection Act 2002 Filtin	. 50 70015	. 30 ,0013		. eterition periodi	Commonly in doci
	principle states 'personal data					
	processed for any purpose or					UK local authorities vary between 5
	purposes shall not be kept for					years and 7 years after action
Staff performance	longer than is necessary for that	_				completed. 5 year retention period
management/appraisal records,	purpose or those purposes.'	Date completed + 5	Date completed + 5		· ·	recommended by the Scottish Council
including probation reports	Consideration should also be given	,	years	Not required.	retention period.	on Archives
L	Data Protection Act 2002 Fifth	The local authority to				
Correspondence and records	principle states 'personal data	determine its own	The local authority to			
relating to work permit	processed for any purpose or	business needs for	determine its own	l	Destroy at the end of the	
applications and renewals	purposes shall not be kept for	retention	retention period.	Not required.	retention period.	

	T			Public Records Act		
		Retention		selection (to be		
	Retention requirements -	requirements -		completed by the		
Record Series	legal/regulatory	business needs	Detention neried	IOMPRO)	Actions	Notes
Record Series	Data Protection Act 2002 Fifth	business needs	Retention period	IOMPRO)	ACCIONS	Notes
Disciplinary records - where	principle states 'personal data	Destroy on date of	Destroy on date of			
accusations proved to be	processed for any purpose or	decision not to	decision not to		Destroy at the end of the	Retention period recommended by
unfounded	purposes shall not be kept for	proceed.	proceed.	Not required.	retention period.	Scottish Council on Archives
uniounded	purposes shall not be kept for	proceed.	proceed.	Not required.	retention period.	Scottish Council on Archives
	Data Protection Act 2002 Fifth					
	principle states 'personal data					
	processed for any purpose or					
	purposes shall not be kept for					
	longer than is necessary for that					
	purpose or those purposes.'					
Disciplinary records - final written	Consideration should also be given		Date of warning + 18		Destroy at the end of the	Retention period recommended by
warnings	to GDPR legislation.		months	Not required.	retention period.	Scottish Council on Archives
	Data Protection Act 2002 Fifth					
	principle states 'personal data					
	processed for any purpose or					Retention period recommended by the
	purposes shall not be kept for					Scottish Council on Archives. SD
	longer than is necessary for that					306/37 Code of Practice on
	purpose or those purposes.'					Disciplinary and Grievance Procedures
Disciplinary records - oral	Consideration should also be given		Date of warning + 6		Destroy at the end of the	2007 recommended that oral warnings
warning	to GDPR legislation.		months	Not required.	retention period.	are disregarded after 6 months.
	Data Frotection Act 2002 Filtin			- Tot required	- Control portour	Ĭ
	principle states 'personal data					Retention period recommended by the
	processed for any purpose or					Scottish Council on Archives. SD
	purposes shall not be kept for					306/37 Code of Practice on
Dissiplinary was and a south	longer than is necessary for that					Disciplinary and Grievance Procedures
Disciplinary records - written	purpose or those purposes.'		D-t6		Darkway at the and afthe	2007 recommended that written
disciplinary warnings (excluding	Consideration should also be given		Date of warning + 12	Nat was accional	Destroy at the end of the	warnings are disregarded after 12
final warning)	to GDPR legislation.		months	Not required.	retention period.	months.
	principle states 'personal data					
	processed for any purpose or					
	purposes shall not be kept for					
	longer than is necessary for that					[
relation to children or vulnerable	purpose or those purposes.'		Last day of service +		1 '	Retention period recommended by the
adults	Consideration should also be given Data Protection Act 2002 Fifth		25 years	Not required.	retention period.	Scottish Council on Archives.
	principle states 'personal data					
Health surveillance records,	processed for any purpose or					
	purposes shall not be kept for		Last day of service +			Retention period recommended by the
,	longer than is necessary for that		40 years, date of			Scottish Council on Archives and
medical professionals including	purpose or those purposes.'		birth + 75 years		Destroy at the end of the	
occupational health	Consideration should also be given		(whichever is longer).	Not required.	retention period.	authorities
occupational ricaltif	Les Succession should also be given	L	IV. There is longer).	requiredi	1. Sterition periodi	444.011100

				Public Records Act		
	Retention requirements -	Retention requirements -		selection (to be completed by the		
Record Series	legal/regulatory	business needs	Retention period	IOMPRO)	Actions	Notes
Record Series	*· · · · * · · * · · · · · · · · · · ·	business needs	Retention period	IOMPRO)	Actions	Notes
	principle states 'personal data					
	processed for any purpose or purposes shall not be kept for		Date of action + 50			
	1					
Madical war at a fathers as we and	longer than is necessary for that		years or until the			
	purpose or those purposes.'		person's 75th		Darkers at the and afthe	Detection and deservation in the line
to a substance hazardous to	Consideration should also be given		birthday (whichever is	Nat		Retention period commonly in use in
health	to GDPR legislation.		longer).	Not required.	retention period.	some UK local authorities
	principle states 'personal data					
	processed for any purpose or					
	purposes shall not be kept for					
Sickness absence - individual	longer than is necessary for that		Last day of service +			Retention period commonly in use in
summary record	purpose or those purposes.'		6 years	Not required.	retention period.	some UK local authorities
	principle states 'personal data					
	processed for any purpose or					
	purposes shall not be kept for					
	longer than is necessary for that					
Sickness absence records,	purpose or those purposes.'					
including self certification and	Consideration should also be given		End of current tax		Destroy at the end of the	Retention period recommended by
	to GDPR legislation.		year + 3 years	Not required.	retention period.	Scottish Council on Archives
			7		l l	
	principle states 'personal data					
	processed for any purpose or					
	purposes shall not be kept for					
	longer than is necessary for that					
	purpose or those purposes.'		l			
	Consideration should also be given		Last day of service +		1 '	Retention period recommended by the
whilst on duty	to GDPR legislation.		40 years	Not required.	retention period.	Scottish Council on Archives.
						Common practice for local authority
						records of this type. This retention
						period is recommended in the local
	Data Protection Act 2002 Fifth					authority retention schedule produced
	principle states 'personal data					by the Records Management Society
	processed for any purpose or					of Great Britain (now the Information
	purposes shall not be kept for					and Records Management Society)
	longer than is necessary for that					and also by the Scottish Council on
Monitoring of staff leave and	purpose or those purposes.'					Archives . Examination of retention
	Consideration should also be given		Current year + 2		Destroy at the end of the	schedules of a number of authorities
cards, jury service etc)	to GDPR legislation.		years	Not required.	retention period.	show this is commonly in use.

				Public Records Act		
		Retention		selection (to be		
	Retention requirements -	requirements -		completed by the		
Record Series	legal/regulatory	business needs	Retention period	IOMPRO)	Actions	Notes
	Data Protection Act 2002 Fifth					
	principle states 'personal data					
	processed for any purpose or					
	purposes shall not be kept for					
	longer than is necessary for that					
	purpose or those purposes.'					
Travel and subsistence - claims	Consideration should also be given		End of financial year		Destroy at the end of the	
and authorisation	to GDPR legislation.		+ 6 years	Not required.	retention period.	UK National Archives recommendation
Pension records						
	Data Protection Act 2002 Fifth					
	principle states 'personal data					
	processed for any purpose or					
Pension records, including detail	purposes shall not be kept for					
benefit nomination and	longer than is necessary for that					
revocation forms, additional	purpose or those purposes.'		Death of last known			
voluntary contributions,	Consideration should also be given		beneficiary of		Destroy at the end of the	
1 ,	to GDPR legislation.		member + 6 years	Not required.	retention period.	
Retention schedule sign off (p	lease note: the retention sched	ule is only valid wher	n both 1 and 2 are si	gned):		
1 On behalf of [INSERT ORGANIS	SATION NAME/DEPARTMENT/DIVIS	ION AS APPROPRIATE	signing for all columns	2 On hehalf of the IOMPR	O signing for column F only	<i>,</i>
I S. Schai of [INSERT ORGANIC	CATTOTA IN ILIPOLI PARTILIANI/DIVIS.	OTTO ALTROPACE	Signing for all coldining	2. S.i bendii oi die 10i ii N	S Signing for Column L Offi)	
Name				Name		
Signature				Signature		
Position				Position		
Date				Date		
Date for scheduled review:						

		Please note:	this retention schedule is fo	r use by public bodies who	se core functions are not health and safety.	
			Help	and instructions on the sec	cond tab	
Record Series	Retention requirements - legal/regulatory	Retention requirements - business needs	Retention period	Public Records Act selection (to be completed by the IOMPRO)	Actions	Notes
Published bye-laws		Until superseded.	Permenant. Retain for transfer to IOMPRO.	Retain for permanent preservation	Transfer to the IOMPRO at age 25 years	
Papers relating to development of policy on bye-laws			Permenant. Retain for transfer to IOMPRO.	Retain for permanent preservation	Transfer to the IOMPRO at age 25 years	
	Data Protection Act 2002 Fifth principle states 'personal data processed for any purpose or purposes shall not be kept for					
and prosecutions relating to bye-laws, including control of dogs	longer than is necessary for that purpose or those purposes.' Consideration should also be given to GDPR legislation.	The local authority needs to determine its own business needs for retention.	The local authority needs to determine its own business needs for retention.	Not required	Destroy at the end of the retention period.	
General routine correspondence relating to bye-laws and enforcement		The local authority needs to determine its own business needs for retention.	The local authority needs to determine its own business needs for retention.	Not required	Destroy at the end of the retention period.	
Retention schedule s	ign off (please note: the retent	ion schedule is only valid w	hen both 1 and 2 are sig	ned):		
1. On behalf of [INSERT	ORGANISATION NAME/DEPARTM	ENT/DIVISION AS APPROPRIAT	E] signing for all columns	2. On behalf of the IOMP	RO signing for column E only:	
Name				Name	T	
Signature				Signature	+	
Position				Position		
Date				Date		
Date for scheduled review:						

				n schedule for Isle of Man local a		
		Please note: this retent		dies whose core functions are not h	ealth and safety.	
			Help and instructions of		1	T
				Public Records Act selection		
December Control	Retention requirements -	Retention requirements -	Datastias sasiad	(to be completed by the	A skinus	Natas
Record Series	legal/regulatory	business needs	Retention period	IOMPRO)	Actions	Notes
Valuation lists (records of			Permanent, Retain for transfer to			
rateable values of properties)			IOMPRO	Retain for permanent preservation	Transfer to IOMPRO at age 25 years	
rateable values of properties)			10. II No	recall for permanent preservation	Transfer to 101 if the de age 25 years	
			Permanent. Retain for transfer to			
Supplemental valuation lists			IOMPRO	Petain for permanent preservation	Transfer to IOMPRO at age 25 years	
Supplemental valuation lists			IONI KO	Retain for permanent preservation	Transier to 1014 NO at age 25 years	
			Danisa and Datain for transfer to			
Rate books (summary)			Permanent. Retain for transfer to IOMPRO	Batain for normanent procesuation	Transfer to IOMPRO at age 25 years	
Rate books (summary)	B . B		IOMPRO	Retail for permanent preservation	Transfer to IOMPRO at age 25 years	
	Data Protection Act 2002 Fifth principle					
	states 'personal data processed for any					
	purpose or purposes shall not be kept for longer than is necessary for that					
Change of property ownership						
- correspondence from	Consideration should also be given to				Destroy at the end of the retention	
advocates or owners (rating)	GDPR legislation.		Date of last action + 6 years	Not required.	period	
advocates or owners (rating)	GDFK legislation.		Date of last action + 6 years	Not required.	period	
	Data Distantian Ast 2002 Fifth spinsiple					
	Data Protection Act 2002 Fifth principle states 'personal data processed for any					Common practice for local authority records of this type. This
Correspondence and related	purpose or purposes shall not be kept					retention period is recommended in the local authority
	for longer than is necessary for that					retention schedule produced by the Records Management
	purpose or those purposes.'					Society of Great Britain (now the Information and Records
of central government),	Consideration should also be given to				Destroy at the end of the retention	Management Society). Examination of retention schedules of
objections, payment etc.	GDPR legislation.		Date of last action + 6 years	Not required.	period	a number of authorities show this is commonly in use.
objections, payment etc.	GDT R regisiation.		Date of last action 1 o years	Not required.	period	a number of dationaes show this is commonly in use.
	Data Protection Act 2002 Fifth principle					
	states 'personal data processed for any					
	purpose or purposes shall not be kept					
	for longer than is necessary for that		End of financial year (completion		Destroy at the end of the retention	
Detailed rate payment records	purpose or those purposes.'		of audit) + 6 years	Not required.	period	Isle of Man Government Financial regulations - best practice.
	Data Protection Act 2002 Fifth principle					
	states 'personal data processed for any					
General routine	purpose or purposes shall not be kept					
correspondence relating to	for longer than is necessary for that					
rates and valuation matters	purpose or those purposes.'	The local authority to determine	The local authority to determine			
	Consideration should also be given to	its own business needs for	its own retention period based on			
	GDPR legislation.	retention.	legal and buisness needs.	Not required.		
Retention schedule sign off	(please note: the retention schedule	is only valid when both 1 and 2	are signed):			
				In a 1 1 15 511 YOURDS : :		
1. On behalf of [INSERT ORGA	NISATION NAME/DEPARTMENT/DIVISION	N AS APPROPRIATE; signing for all	columns excluding E:	2. On behalf of the IOMPRO signing	g for column E only:	
Nama	T			News	T.	
Name Signature				Name Signature	1	
Position				Position		
Date				Date		
Dute				Duce		
Date for scheduled review:						

	Isle o	f Man Public Record Office	e: generic records rete	ention schedule for Isle of Man	local authorities: Local Electi	ons				
		Please note: this ret	ention schedule is for us	se by public bodies whose core fun-	ctions are not health and safety.					
			Help and	instructions on the second tab						
				Public Records Act selection						
	Retention requirements -	Retention requirements -		(to be completed by the						
Record Series	legal/regulatory	business needs	Retention period	IOMPRO)	Actions	Notes				
Election and by-election										
documents as specified										
in section 51 of The										
Local Election Rules										
2003 (as amended in					The returning officer to forward records					
2008 and 2012) -					to Clerk of Rolls within 7 days of					
including ballot papers,			Declaration of result of	Not applicable - statutory	declaring the result of the poll following					
oaths and nomination	The Local Election Rules 2003				the instructions in section 51 of the					
papers	(as amended 2008 and 2012)	As legal requirements.	days	to the Clerk of the Rolls	Local Election Rules.					
•	,		,							
Voter's lists (reference			The local authority to							
copies of those retained		determine its own business			,	The Public Record Office will receive voter's lists via				
by Central Government)		requirements.	retention period.	Not required.	period	Central Government				
Other election										
paperwork, including										
blank circulars relating		The local authority to	The local authority to							
to elections and routine		determine its own business			Destroy at the end of the retention					
correspondence					period					
	gn off (please note: the rete				period					
Retellition schedule si	gii on (piease note: the rete	incom schedule is only van	u Wileli botii 1 aliu 2	are signed).						
1. On behalf of [INSFRT	ORGANISATION NAME/DEPART	MENT/DIVISION AS APPROP	RIATE1 signing for all	2. On behalf of the IOMPRO signii	ng for column E only:					
		, 5111010111101								
Name				Name						
Signature				Signature						
Position				Position						
Date				Date						
Date for scheduled										
review:										

#### Isle of Man Public Record Office: generic records retention schedule for Isle of Man local authorities: Housing

Please note: this retention schedule is for use by public bodies whose core functions are not health and safety.

Help and instructions on the second tab

ion requirements -	Retention requirements -	<u> </u>	Public Records Act selection (to be		·
otection Act 2002 Fifth e states 'personal data ed for any purpose or	business needs	Retention period	I-tI b., th - TOMBBOX	la	
e states 'personal data ed for any purpose or			completed by the IOMPRO)	Actions	Notes
ed for any purpose or					
es shall hot be kept for					
than is necessary for					
rpose or those			Please contact IOMPRO to request a review		
es.' Consideration should			of the records to determine which records	Transfer selected records to IOMPRO at	
given to GDPR		Date of closure/withdrawal + 7	should be selected for permanent	age 25 years. Destroy not selected	Common practice - this is the retention period adopted by DOI
on.		years	preservation.	records at the end of the retention period.	
otection Act 2002 Fifth		years	preservation.	records at the end of the retention period.	Tiodaling division
e states 'personal data					
ed for any purpose or					
es shall not be kept for					
than is necessary for			Please contact IOMPRO to request a review		
rpose or those			of the records to determine which records	Transfer selected records to IOMPRO at	
es.' Consideration should				age 25 years. Destroy not selected	Common practice - this is the retention period adopted by DOI
given to GDPR			preservation.		
OCCCUON ACC 2002 FIRM				, , , , , , , , , , , , , , , , , , , ,	-
given to GDPR				Destroy at the end of the retention	
		Until superseded.	Not required.		Retention period recommended by the Scottish Council on Archives
otection Act 2002 Fifth					
e states 'personal data					
ed for any purpose or					
es shall not be kept for					
than is necessary for					
rpose or those					
es.' Consideration should					Isle of Man Government financial regulations - best practice for
given to GDPR		of audit) + 6 years	Not required.	period.	financial records
		F. d £ 6:i-l		Destruction	Isle of Man Government financial regulations - best practice for
			Not required		financial records
		action) + 6 years	Not required.	period.	Illiancial records
	l				
given to GDPR				Destroy at the end of the retention	
		Date of last action + 7 years	Not required.		Retention period recommended by the Scottish Council on Archives
otection Act 2002 Fifth		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			, and a second of the second o
e states 'personal data					
ed for any purpose or					
es shall not be kept for					
than is necessary for					
rpose or those		The local authority needs to			
es.' Consideration should	The local authority needs to	determine its own retention			
		period based on legal and		Destroy at the end of the retention	
			Not required.	period.	
ed if it ed is set sisted to the control of the con	for any purpose or hall not be kept for n is necessary for se or those Consideration should en to GDPR those consideration should en to GDPR those consideration should en to GDPR to GDPR	for any purpose or hall not be kept for is necessary for se or those Consideration should ent to GDPR atter your of the kept for is necessary for se or those Consideration should ent to GDPR  ction Act 2002 Fifth atter your of hall not be kept for is necessary for se or those Consideration should ent to GDPR  ction Act 2002 Fifth atter your of hall not be kept for is necessary for se or those Consideration should ent to GDPR  ction Act 2002 Fifth atter your of hall not be kept for is necessary for se or those Consideration should ent of GDPR  ction Act 2002 Fifth atter your of hall not be kept for is necessary for se or those Consideration should ent to GDPR  ction Act 2002 Fifth atter your your your your your your your you	for any purpose or hall not be kept for not not be kept for not not purpose or hall not be kept for not not purpose or hall not be kept for not not purpose or hall not be kept for not not purpose or hall not be kept for not not purpose or hall not be kept for not not purpose or hall not be kept for not not purpose or hall not be kept for not not purpose or hall not be kept for not not purpose or hall not be kept for not not purpose or hall not be kept for not not purpose or hall not be kept for not not purpose or hall no	for any purpose or hall not be kept for n is necessary for se or those Consideration should en to GDPR  In the second to determine which records should be selected for permanent preservation.  End of tenancy + 7 years  Find of tenancy +	for any purpose or half not be kept for is necessary for se or those Consideration should en to GDPR  Until superseded.  Not required.  Destroy at the end of the retention period.  Find of financial year (completion of any purpose or half not be kept for is necessary for se or those Consideration should en to GDPR  Until superseded.  Until superseded.  Not required.  Destroy at the end of the retention period.  Find of financial year (completion of audit) + 6 years  Not required.  Destroy at the end of the retention period.  Destroy at the end of the retention period.  The local authority needs to determine tis own vessels to determine its own vession research or is necessary for se or those Consideration should en to GDPR  Until superseded.  Not required.  Please contact IOMPRO to request a review of the records to IOMPRO at age 25 years. Destroy not selected records to IOMPRO at age 25 years. Destroy not selected records at the end of the retention period.  Transfer selected records to IOMPRO at age 25 years. Destroy not selected records at the end of the retention period.  Transfer selected records to IOMPRO to request a preview of the records to Modern to GDPR  Until superseded.  Not required.  Destroy at the end of the retention period.  Not required.  Destroy at the end of the retention period.  Destroy at the end of the retention period.  The local authority needs to determine tis own retention period.  The local authority needs to determine tis own values to determine tis own retention period of the retention period.

	Data Protection Act 2002 Fifth					
	principle states 'personal data					
	processed for any purpose or					
	purposes shall not be kept for					
	longer than is necessary for					
	that purpose or those		The local authority needs to			
Enquiries from Council	purposes.' Consideration should	The local authority needs to	determine its own retention			
or Tynwald members	also be given to GDPR	determine its own business	period based on legal and		Destroy at the end of the retention	
relating to housing	legislation.	needs for retention.	business needs.	Not required.	period.	
	Data Protection Act 2002 Fifth			<u>'</u>		
	principle states 'personal data					
	processed for any purpose or					
Routine general	purposes shall not be kept for					
correspondence	longer than is necessary for					
relating to housing	that purpose or those		The local authority needs to			
(not related to a	purposes.' Consideration should	The local authority needs to	determine its own retention			
specific tenant or	also be given to GDPR	determine its own business	period based on legal and		Destroy at the end of the retention	
property)	legislation.	needs for retention.	business needs.	Not required.	period.	
property)	icgisiation.	needs for retendon.	business needs.	Not required.	period.	
Decisions relating to						
multiple properties			The local authority needs to	IOMPRO to review at the end of the		
(taken outside of a		The local authority needs to	determine its own retention	retention period. Significant policy decisions	Transfer selected records to IOMPRO at	
committee or formal		determine its own business	period based on legal and	or controversial decisions may be selected	age 25 years. Destroy not selected	
meeting structure)		needs for retention.	business needs.	for permanent preservation.	records at the end of the retention period.	
Retention schedule	sign off (please note: the ret	ention schedule is only valid w	hen both 1 and 2 are signed):	<u> </u>		
1. On behalf of [INSER	T ORGANISATION NAME/DEPAR	TMENT/DIVISION AS APPROPRIAT	E] signing for all columns	2. On behalf of the IOMPRO signing for colur	nn E only:	
Name		·	·	Name		·
Signature		·	·	Signature		
Position				Position		
Date		·	·	Date		
Date for scheduled						
review:						

		Isle of Man Publi	c Record Office: generic records retention sch	edule for Isle of Man local authori	ties: Building Control					
	Please note: this retention schedule is for use by public bodies whose core functions are not health and safety.  Helo and instructions on the second tab									
	Retention requirements -	B-4	Help and instruction	Public Records Act selection (to	T					
Record Series	legal/regulatory	Retention requirements - business needs	Retention period	be completed by the IOMPRO)	Actions	Notes				
Applications for,	legal/regulatory	business needs	Retention period	be completed by the IOMPRO)	Actions	Notes				
inspections and enforcement of building control regulations, including related plans (where building control is a local authority	Limitation Act 1984: provides a period of action of 6 years from end date.		Date of last action (resolution, issuing of certificate or end of enforcement period) + 10 years	Please contact IOMPRO to request a review of the records to determine which records should be selected for permanent preservation.	Transfer selected records to IOMPRO at age 25 years. Destroy records not selected at the end of the retention period.	Common practice for local authority records of this type. This retention period is recommended in the local authority retention schedule produced by the Records Management Society of Great Britain (now the Information and Records Management Society). Examination of retention schedules of a number of authorities show this is commonly in use.				
	Data Protection Act 2002 Fifth principle states 'personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.' Consideration should also be given to GDPR legislation.		Permanent. Retain for transfer to IOMPRO	Retain for permanent preservation.	Transfer to IOMPRO at age 25 years					
	Data Protection Act 2002 Fifth principle states 'personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.' Consideration									
	should also be given to GDPR	The local authority to determine its	The local authority to determine its own retention							
			period based on legal and buisness needs.	Not required.						
	ign off (please note: the retention					•				
	·		<u> </u>		·					
On behalf of [INSERT]	ORGANISATION NAME/DEPARTMENT,	/DIVISION AS APPROPRIATE] signing	for all columns excluding E:	2. On behalf of the IOMPRO signing for	or column E only:	·				
Name				Name						
Signature				Signature						
Position				Position						
Date			<u> </u>	Date		<u> </u>				
Date for scheduled review:										

## Isle of Man Public Record Office: generic records retention schedule for Isle of Man local authorities: Estates and Infrastructure

Please note: this retention schedule is for use by public bodies whose core functions are not health and safety.

Help and instructions on the second tab

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Record Series	Retention requirements - legal/regulatory	Retention requirements - business needs	Retention period	Public Records Act selection (to be completed by the IOMPRO)	Actions	Notes
Reports on the overall management of local authority property			Permanent. Retain for transfer to IOMPRO.	Retain for permanent preservation	Transfer to IOMPRO at age 25 years	
records, conveyances (deeds/leases) and related	Limitation Act 1984: provides a period of action of 21 years for actions on a specialty, recovery of land		Date of end of life of property or disposal of property + 21 years	Retain for permanent preservation records relating to major or otherwise significant properties, including those fulfilling a community function	Transfer selected records to IOMPRO at age 25 years. Destroy records not selected at the end of the retention period.	Common practice in the UK follows UK Limitation Act.
Drainage and water scheme records, including reports and plans			Permanent. Retain for transfer to IOMPRO.	Retain for permanent preservation	Transfer to IOMPRO at age 25 years	
and enforcement notices, installation records, tender documents, contract	Limitation Act 1984: provides a period of action of 6 years or for 21 years for actions on a specialty		Date of action + 21 years or end of the life of property (whichever is the longest period)	Records relating to major or otherwise significant properties and estates, including full estate maintenance schemes, properties in conservation areas, national glens, beaches and heritage sites may be required for permanent preservation. Please contact IOMPRO to request a review of the records to determine which records should be selected for permanent preservation. Maintenance and repairs to individual local authority housing stock are not required.	Transfer selected records to IOMPRO at age 25 years. Destroy records not selected at the end of the retention period.	Common practice in the UK follows UK Limitation Act
fixed equipment and	Limitation Act 1984: provides a period of action of 6 years from end date.		Date of disposal of equipment, plant or system + 6 years		Destroy at the end of the retention period.	

Record Series	Retention requirements - legal/regulatory	Retention requirements - business needs	Retention period	Public Records Act selection (to be completed by the IOMPRO)	Actions	Notes
Applications for planning permission (for the local authority's own property)		The local authority to determine its own business needs for retention.	The local authority to determine its retention period based on business needs.	Please contact IOMPRO to request a review of the records to determine which records should be selected for permanent preservation - see notes field.	Transfer selected records to IOMPRO at age 25 years. Destroy records not selected at	IOMPRO typically receive historically significant planning application records via Central Government. However occassionally there are gaps in the series of records at IOMPRO. Before destroying any records relating to significant properties or developments, please contact IOMPRO to confirm that the records are not required.
Vehicle registration, leasing, licensing and maintenance records (local authority owned or leased vehicles)	Limitation Act 1984: provides a period of action of 6 years from end date.		Disposal of vehicle + 7 years	Not required.		Common practice for local authority records of this type. This retention period is recommended in the local authority retention schedule produced by the Records Management Society of Great Britain (now the Information and Records Management Society). Examination of retention schedules of a number of authorities show this is commonly in use.
Records of vehicle usage - local authority owned or leased vehciles			Disposal of vehicle + 3 years	Not required.		Common practice for local authority records of this type. This retention period is recommended in the local authority retention schedule produced by the Records Management Society of Great Britain (now the Information and Records Management Society). Examination of retention schedules of a number of authorities show this is commonly in use.
Maps, plans and photographs			Permenant. Offer to IOMPRO for review.	Please contact IOMPRO to request a review of the records to determine which records should be selected for permanent preservation.	Transfer selected records to IOMPRO at age 25 years. Destroy records not selected at	,

		1	I			T T
Record Series	Retention requirements - legal/regulatory	Retention requirements - business needs	Retention period	Public Records Act selection (to be completed by the IOMPRO)	Actions	Notes
Operational records relating to the maintenance of highway verges, hedge trimming and removal of			Date of last action + 7			Common practice for local authority records of this type. This retention period is recommended in the local authority retention schedule produced by the Records Management Society of Great Britain (now the Information and Records Management Society). Examination of retention schedules of a number of authorities show this is
weeds, including requests			years	Not required.	Destroy at the end of the retention period.	commonly in use.
Operational records relating to street cleaning and gully emptying, including requests			Date of last action + 7 years	Not required.		Common practice for local authority records of this type. This retention period is recommended in the local authority retention schedule produced by the Records Management Society of Great Britain (now the Information and Records Management Society). Examination of retention schedules of a number of authorities show this is commonly in use.
Operational records relating to the preservation of war memorials, including conservation management plans, condition surveys, repair and maintenance records		Permanent	Permanent	Conservation management plans and surveys selected for permanent preservation. Routine repairs and maintenance records are not required by IOMPRO, but may be retained by the local authority for business retention needs.	Transfer selected records to IOMPRO at age 25 years.	UK War Memorials Trust guidance
Operational records relating to abandoned vehicles			Date of action + 2 years	Not required.	Destroy at the end of the retention period.	

Record Series	Retention requirements - legal/regulatory	Retention requirements - business needs	Retention period	Public Records Act selection (to be completed by the IOMPRO)	Actions	Notes
Operational records relating to street lighting						Common practice for local authority records of this type. This retention period is recommended in the local authority retention schedule produced by the Records Management Society of Great Britain (now the Information and Records Management Society). Examination of retention schedules of a number of
management and repairs,			Date of last action + 7 years	Not required.	Destroy at the end of the retention period.	authorities show this in commonly is use.
including requests Records relating to the stategic and high-level financial management of crematoria and burial grounds - reports, policies, correspondence and related papers			Permanent. Retain for	Retain for permanent preservation.	Transfer to IOMPRO at age 25 years	commonly is use.
Crematoria and burial grounds - summary records of burials (including registers and cemetery plans)			Permanent. Retain for transfer to IOMPRO.	Retain for permanent preservation.	Transfer to IOMPRO at age 25 years	
Crematoria and burial grounds - detailed records relating to individual burials	Data Protection Act 2002 Fifth principle states 'personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.' Consideration should					Common practice for local authority records of this type. This retention period is recommended in the local authority retention schedule produced by the Records Management Society of Great Britain (now the Information and Records Management Society). Examination of retention schedules of a number of
(e.g. applications, permits, financial records)	also be given to GDPR legislation.		Date of last action + 5 years	Not required.	Destroy at the end of the retention period.	authorities show this is commonly in use.

					I	T I
	Retention requirements - legal/regulatory	Retention requirements - business needs	Retention period	Public Records Act selection (to be completed by the IOMPRO)	Actions	Notes
Recording and storage of CCTV footage for the	Data Protection Act 2002 Fifth principle states 'personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.' Consideration should also be given to GDPR	The local authority to determine its retention period based on business	The local authority to determine its retention period based on		Destroy at the end of	Common practice in many UK local authorities is 30 calendar days after recording. The IOM Commissioner issues a factsheet on the Data Protection Act and surveillance camera systems - no minimum of maximum period of retention is prescribed. Authorities should have regard for the purposes they are processing the surveillance and set appropriate retention periods that ensure the images are held for no longer than required for
	legislation.	needs.	business needs.	Not required.	the retention period.	the purposes identified.
Facilities management -	2002 Fifth principle states 'personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.'					
	Consideration should		Date of creation + 1		Destroy at the end of	
	also be given to GDPR Data Protection Act 2002 Fifth principle states 'personal data processed for any		year	Not required.	the retention period.	
	purpose or purposes shall not be kept for	The local authority	The local authority to			
	•	,	determine its own			
			retention period based			
l` ' '	•		on legal and buisness			
	purposes.'		needs.	Not required.		
, , , , , , , , , , , , , , , , , , , ,				2. On behalf of the IOMPRO signing for co	olumn E only:	
Name				Name		
Signature				Signature		
Position				Position		
Date				Date		

Record Series	Retention requirements - legal/regulatory	Retention requirements - business needs	Public Records Act selection (to be completed by the IOMPRO)	Actions	Notes
Date for scheduled					
review:					

Isle of Man Public Record Office: generic records retention schedule for Isle of Man local authorities: Refuse and recycling									
	Isie		this retention schedule is for use I			, ,			
	Help and instructions on the second tab								
Record Series	Retention requirements - legal/regulatory	Retention requirements -	Retention period	Public Records Act selection (to be completed by the IOMPRO)	Actions	Notes			
Records relating to the management of household and commercial waste, including recycling		business neces	Date of last action + 2 years	Not required.	Destroy at the end of the retention period.	Common practice for local authority records of this type. This retention period is recommended in the local authority retention schedule produced by the Records Management Society of Great Britain (now the Information and Records Management Society). The retention period is also recommended by the Scottish Council on Archives. Examination of retention schedules of a number of authorities show this is commonly in use.			
Records relating to the management of controlled waste, including recycling			Date of last action + 6 years	Not required.	Destroy at the end of the retention period.	Common practice for local authority records of this type. This retention period is recommended in the local authority retention schedule produced by the Records Management Society of Great Britain (now the Information and Records Management Society). The retention period is also recommended by the Scottish Council on Archives. Examination of retention schedules of a number of authorities show this is commonly in use.			
Records generated through participation in amenity site committees/management boards - minutes and related papers		The local authority to determine its own business needs.	The local authority to determine its own retention period.	The lead administrator should offer official minutes and related papers to the Public Record Office for permanent preservation.	please contact IOMPRO to request a review of the records to determine which records should be selected for permanent preservation. Transfer selected records to IOMPRO at age 25 years. Destroy records not selected at the end of the				
Financial and statistical records relating to the management of household waste, including recycling	principle states 'personal data processed for any purpose or	The local authority to determine its own business needs.  The local authority to	The local authority to determine its own retention period.  The local authority to determine	Not required.	Destroy at the end of the retention period.				
refuse and recycling	orrespondence relating to purposes shall not be kept for determine its own business its own retention period based								
1. On behalf of [INSERT ORGANISATION NAME/DEPARTMENT/DIVISION AS APPROPRIATE] signing for all columns 2. On behalf of the IOMPRO					igning for column E only:				
Name				Name					
Signature				Signature					
Position				Position					
Date				Date					
Date for scheduled review:									

	Isle of Man Public I	Record Office: generic	records retention sch	nedule for Isle of Man local autho	orities: Planning and p	roperty searches
	13ic of Plant ablict			for use by public bodies whose core f		operty searches
		ricase note: ti		p and instructions on the second tab		
	Retention	Retention	1101	and instructions on the second tab		
	requirements -	requirements -		Public Records Act selection (to	,	
Record Series	legal/regulatory	business needs	Retention period	be completed by the IOMPRO)		Notes
				,		
	Fifth principle states					
	'personal data processed					
	for any purpose or					
	purposes shall not be kept					IOMPRO typically receive historically significant planning
Correspondence relating	for longer than is			Please contact IOMPRO to request		application records via Central Government. However
to planning applications,	necessary for that purpose		The local authority to	a review of the records to	Transfer selected records to	occassionally there are gaps in the series of records at
including copy applications		The local authority to	determine its retention	determine which records should be		IOMPRO. Before destroying any records relating to significant
received from Central	Consideration should also		P	selected for permanent	records not selected at the end of	properties or developments, please contact IOMPRO to
Government for comment	be given to GDPR	needs for retention.	business needs.	preservation - see notes field.	the retention period.	confirm that the records are not required.
	Limitation Act 1984:					
l	provides a period of action					
Property searches -	of 6 years from end date.					
correspondence and	Data Protection Act 2002					
related papers from	Fifth principle states		Date of last action + 6		Destroy at the end of the	
advocates	'personal data processed Data Protection Act 2002		years	Not required.	retention period.	
	Fifth principle states					
	'personal data processed					
	for any purpose or					
General routine	purposes shall not be kept		The local authority to			
correspondence relating to		The local authority to	determine its own			
planning matters (not	necessary for that purpose		retention period based			
related to specific	or those purposes.'	business needs for	on legal and buisness			
applications or policy)	Consideration should also		needs.	Not required.		
	off (please note: the ret				•	
			•			
1. On behalf of [INSERT O	RGANISATION NAME/DEPAR	RTMENT/DIVISION AS A	PPROPRIATE] signing for	2. On behalf of the IOMPRO signing	for column E only:	
	,	·	<u>, , , , , , , , , , , , , , , , , , , </u>		•	
Name				Name		
Signature				Signature		
Position				Position		
Date				Date		
Date for scheduled						
review:						

	Isle of Man Public Record Office: generic records retention schedule for Isle of Man local authorities: Licensing									
	Please note: this retention schedule is for use by public bodies whose core functions are not health and safety.  Help and instructions on the second tab									
	Retention requirements -	Retention requirements -	neip and instruc	Public Records Act selection (to be	I					
Record Series		business needs	Retention period	completed by the IOMPRO)	Actions	Notes				
Record Series	regul/regulatory	business needs	Recention period	completed by the 10th Roy	Actions	notes				
Records relating to the										
development of policy on licensing, including reports and										
correspondence			Permanent, Retain for transfer to IOMPRO.	Retain for permanent preservation	Transfer to IOMPRO at age 25 years					
	states 'personal data processed for any									
	purpose or purposes shall not be kept			Please contact IOMPRO to request a review of	Transfer selected records to IOMPRO at age 25					
	for longer than is necessary for that			the records to determine which records should	years. Destroy records not selected at the end of the					
License summary registers	purpose or those purposes.'		Permanent. Offer to IOMPRO for review	be selected for permanent preservation.	retention period.					
	Data Protection Act 2002 Fifth principle									
	states 'personal data processed for any									
Operational records relating to	purpose or purposes shall not be kept					Common practice for local authority records of this type. This				
the licensing of street traders	for longer than is necessary for that					retention period is recommended in the local authority				
and advertising boards - applications, correspondence,	purpose or those purposes.' Consideration should also be given to	Lapse of registration or entitlement +	Lapse of registration or entitlement + 2			retention schedule produced by the Records Management Society of Great Britain (now the Information and Records				
certificates	GDPR legislation.	2 years	vears	Not required	Destroy at the end of the retention period	Management Society).				
ceruncates	states 'personal data processed for any	2 years	years	Not required	Desiroy at the end of the retendor period	Management Society).				
	purpose or purposes shall not be kept									
General routine correspondence	for longer than is necessary for that									
relating to licensing matteres	purpose or those purposes.'		The local authority to determine its own							
(not related to specific		The local authority to determine its	retention period based on legal and							
applications or policy)		own business needs for retention.	buisness needs.	Not required.						
Retention schedule sign off (	please note: the retention schedule	is only valid when both 1 and 2 a	re signed):							
On behalf of [INSERT ORGANI	SATION NAME/DEPARTMENT/DIVISION	AS APPROPRIATE1 signing for all colum	nns excluding E:	2. On behalf of the IOMPRO signing for column	ı E only:					
ONG/W	,,,	The state of the column		and the second s	- 1					
Name				Name						
Signature		<u> </u>	·	Signature		·				
Position				Position						
Date		Ti-	I .	Date		T				
Date for scheduled review:										
pare 101 Scheduled Leview:		1		I						

Isle of Man Public Record Office: generic records retention schedule for Isle of Man local authorities: Leisure services										
		Please note: this	retention schedule is for use by public bodies wh		ety.					
			Help and instructions on the se	econd tab						
	Retention requirements -	Retention requirements - business		Public Records Act selection (to be						
Record Series	legal/regulatory	needs	Retention period	completed by the IOMPRO)	Actions	Notes				
Records relating to the strategic										
management of leisure facilities										
including parks, playgrounds,										
playing fields, libraries, sports										
facilities and allotments - reports,										
policies, strategic planning records,										
usage statistics and related papers			Permanent. Retain for transfer to IOMPRO.	Retain for permanent preservation	Transfer to the IOMPRO at age 25 years					
Operational records relating to the										
management of parks,										
playgrounds, playing fields, sports										
facilities and libraries including										
repairs, maintenance and										
landscaping (excluding large-scale										
landscaping scheme plans and	Limitation Act 1984: provides a period				Destroy at the end of the retention					
photographs)	of action of 6 years from end date.		Date of last action or contract + 6 years	Not required.	period.					
			·	·						
	principle states 'personal data									
Records relating to the operation of										
	purposes shall not be kept for longer									
user registration, membership,	than is necessary for that purpose or									
borrowing, visits, attendance at	those purposes.' Consideration should		Date of last action (e.g. account inactive, loan		Destroy at the end of the retention	Retention period recommended by the Scottish Council on				
events	also be given to GDPR legislation.		returned, membership ceased) + 1 year	Not required.	period.	Archvies				
Records relating to the operation of										
library services - stock acquisition										
and management (standard					Destroy at the end of the retention					
publications)			Disposal of stock item + 1 year	Not required.	period.					
Records relating to the operation of										
library services - stock acquisition										
and management (special										
collections including rare or										
otherwise signficant publications)			Permanent. Retain for transfer to IOMPRO.	Retain for permanent preservation	Transfer to the IOMPRO at age 25 years					
Records relating to the operation of										
library services and sports facilities -										
outreach events and activities										
(excluding records of individual	Limitation Act 1984: provides a period									
attendees)	of action of 6 years from end date.		Date of event/activity + 6 years	Not required.						
	principle states 'personal data		, , , , , , , , , , , , , , , , , , , ,							
	processed for any purpose or									
	purposes shall not be kept for longer									
	than is necessary for that purpose or									
Operational records relating to the	those purposes'; Limitation Act 1984:									
allocation and management of	provides a period of action of 6 years				Destroy at the end of the retention					
allotment plots	from end date.		Date of action + 6 years	Not required.	period.					
anotherit piots	Data Protection Act 2002 Fifth		Date of action + 0 years	Not required.	period.					
	principle states 'personal data									
General routine correspondence	processed for any purpose or		The local authority to determine its own							
relating to leisure matteres (not		The local authority to determine its	retention period based on legal and buisness							
related to policy)	than is necessary for that purpose or		needs.	Not required.						
reacted to policy)	and the following for that purpose of	om basiless fields for reteridoff.	necas:	inoc requireur	L					
On behalf of [INSERT ORGANISA]	TION NAME/DEPARTMENT/DIVISION A	S APPROPRIATE] signing for all columns	excluding F:	2. On behalf of the IOMPRO signing for	column E only:					
			y	Schall of the form to signing for						
Name				Name						
Signature				Signature						
Position				Position						
Date				Date						
Date for scheduled review:										
				l.	l .	I .				

Isle of Man Public Record Office: generic records retention schedule for Isle of Man local authorities: DISPUTE resolution								
		2010 01 11011 1 0		se by public bodies whose core functions are not health an				
				d instructions on the second tab				
	Retention requirements -	Retention requirements - business		Public Records Act selection (to be				
Record Series	legal/regulatory	needs	Retention period	completed by the IOMPRO)	Actions	Notes		
	Limitation Act 1984: provides a period							
	of action of 21 years from disposession							
	for recovery of land; Data Protection							
	Act 2002 Fifth principle states 'personal							
	data processed for any purpose or							
	purposes shall not be kept for longer			Retain records relating to disputes which	T ( )			
Correspondence and	than is necessary for that purpose or			resulted in significant changes to policy or	Transfer selected records to IOMPRO at age 25			
related papers relating	those purposes.' Consideration should		B 1 61 1 11 1 124	procedures or where the matter became	years. Destroy records not selected at the end			
to boundary disputes	also be given to GDPR legislation.		Date of last action + 21 years	controversial or otherwise significant	of the retention period.			
	Limitation Act 1984: provides a period							
	of action of 6 years from end date;							
	Data Protection Act 2002 Fifth principle							
	states 'personal data processed for any							
C	purpose or purposes shall not be kept			Data in manual malatina ta dianatan mbiah		6		
Correspondence and	for longer than is necessary for that			Retain records relating to disputes which	Transfer selected records to IOMPRO at age 25	Common practice for local authority records of this type. This		
related papers relating to disputes over noise	purpose or those purposes.' Consideration should also be given to			resulted in significant changes to policy or procedures or where the matter became		retention period is recommended in the local authority retention schedule produced by the Records Management Society of Great		
			Date of last action + 6 years			Britain (now the Information and Records Management Society).		
and other disturbances			Date or last action + 6 years	controversial or otherwise significant	of the retention period.	britain (now the Information and Records Management Society).		
	of action of 6 years from end date;							
	Data Protection Act 2002 Fifth principle							
	states 'personal data processed for any							
Correspondence and	purpose or purposes shall not be kept			Retain records relating to disputes which	T ( )	Common practice for local authority records of this type. This		
related papers relating	for longer than is necessary for that			resulted in significant changes to policy or		retention period is recommended in the local authority retention schedule produced by the Records Management Society of Great		
to disputes over private roads	purpose or those purposes.'  Consideration should also be given to		Date of last action + 6 years	procedures or where the matter became controversial or otherwise significant		Britain (now the Information and Records Management Society).		
roads	Emmador rice 150 rr provides a period		Date of last action + 6 years	controversial or otherwise significant	of the retention period.	britain (now the information and Records Management Society).		
	of action of 6 years from end date;							
	Data Protection Act 2002 Fifth principle							
	states 'personal data processed for any							
Correspondence and	purpose or purposes shall not be kept			Retain records relating to disputes which		Common practice for local authority records of this type. This		
related papers relating	for longer than is necessary for that			resulted in significant changes to policy or		retention period is recommended in the local authority retention		
to disputes over trees	purpose or those purposes.'			procedures or where the matter became		schedule produced by the Records Management Society of Great		
and high hedges	Consideration should also be given to	<u> </u>	Date of last action + 6 years	controversial or otherwise significant	of the retention period.	Britain (now the Information and Records Management Society).		
Retention schedule si	ign off (please note: the retention sci	hedule is only valid when both 1 and 2	are signed):					
1 O	ODCANICATION NAME (DEDARTMENT OF	AUGUAL AC ADDOODDIATES -ii- C "	lunar analysis - F.	2. On hele if of the TOMPRO of the first	Factor			
1. On behalf of LINSERT	UKGANISATIUN NAME/DEPARTMENT/DI	VISION AS APPROPRIATE] signing for all co	iumns excluding E:	On behalf of the IOMPRO signing for colum	nn e oniy:			
Nama	1			Name				
Name Signature				Name Signature				
Signature Position				Position				
Date				Date				
Date				Date				
				Date for scheduled review:				
	1	I.		Date for scheduled review:				

#### Isle of Man Public Record Office: generic records retention schedule for Isle of Man local authorities: Payroll records Please note: this retention schedule is for use by public bodies whose core functions are not health and safety. Help and instructions on the second tab Public Records Retention Act selection (to requirements be completed by **Retention requirements -Record Series** legal/regulatory business needs Retention period the IOMPRO) Actions **Notes** Data Protection Act 2002 Working group comment that Fifth principle states 'personal the retention period may be data processed for any the end of financial year + 6 Personal payroll summary history - including purpose or purposes shall not vears. Pensions are typically record of pay, performance pay, overtime be kept for longer than is Destrov administered by a private pay, allowances, pay enhancements, other necessary for that purpose or at the end organisation on behalf of taxable allowances, payment for untaken those purposes.' of the local authorities and so leave, reduced pay, no pay, maternity leave, Consideration should also be Date of last pension retention will depend on retention given to GDPR legislation. re-collection of overpayments payment + 6 years Not required. period. these arrangements. Fifth principle states 'personal data processed for any purpose or purposes shall not be kept for longer than is Destrov necessary for that purpose or at the end of the Payroll records - including all forms, annual those purposes.' returns, working sheets, notices of tax Consideration should also be End of financial year + retention given to GDPR legislation. coding, remittance records 6 years Not required. period. Fifth principle states 'personal data processed for any purpose or purposes shall not Destroy be kept for longer than is lat the end necessary for that purpose or of the **UK National Archives** those purposes.' Date of last service + retention recommends date of last Employee bank details - current (payroll) Consideration should also be Not required. 6 years period. service + 6 years. Fifth principle states 'personal data processed for any purpose or purposes shall not be kept for longer than is Destrov necessary for that purpose or at the end those purposes.' of the Retention period Statutory and non-statutory maternity pay -Consideration should also be End of financial year + recommended by UK National retention

6 vears

Not required.

period.

Archives

given to GDPR legislation.

detailed documentation

		Retention		Public Records Act selection (to		
	1	requirements -		be completed by		
Record Series		business needs	Retention period	the IOMPRO)	Actions	Notes
Necora Deries	legal, regulatory	business needs	Recention period	the form Roy	Accions	110103
	Data Protection Act 2002					
	Fifth principle states 'personal					
	data processed for any					
	purpose or purposes shall not					
	be kept for longer than is				Destroy	
	necessary for that purpose or		Date of		at the end	
	those purposes.'		repayment/write-off		of the	
	Consideration should also be		(end of financial year)			Retention period in use in
Over-payment - detailed documentation	given to GDPR legislation.		+ 6 years	Not required.	period.	some UK local authorities
	1					Common practice for local
	1					authority records of this type.
	1					This retention period is
	1					recommended in the local
	1					authority retention schedule
	1					produced by the Records
	Data Bustantian Ast 2002					Management Society of Great
	Data Protection Act 2002					Britain (now the Information
	Fifth principle states 'personal					and Records Management
	data processed for any					Society). It is also
	purpose or purposes shall not					recommended by the UK
	be kept for longer than is		5		,	National Archives.
	necessary for that purpose or		Date of			Examination of retention
	those purposes.'		repayment/write-off			schedules of a number of
Advances for season tickets, car parking,	Consideration should also be		(end of financial year)	Not an action d		authorities show this is
bicycles, christmas/holidays, housing	given to GDPR legislation.	and and and an heath f		Not required.	period.	commonly in use.
Retention schedule sign off (please not	e: the retention schedule is	only valid when both 1	and 2 are signed):			
1. On behalf of [INSERT ORGANISATION NA	ME/DEPARTMENT/DIVISION AS	S APPROPRIATE] signing f	or all columns	2. On behalf of the	IOMPRO si	gning for column E only:
	Т				1	
Name	<del> </del>			Name		
Signature				Signature		
Position	<del> </del>			Position		
Date	<u> </u>			Date		
Date for scheduled review						
Date for scheduled review:						