

## 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  
Elections  
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:

Record Series (Column A)	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'.
Retention requirements - legal/regulatory (Column B)	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)'
Retention requirements - business needs (Column C)	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'.
Retention period (Column D)	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'
Public Records Act selection (to be completed by the PRO) (Column E)	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.
Actions (Column F)	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 been selected for permanent preservation at the Public Record Office).
Notes (Column G)	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](mailto:public.records@gov.im).

#### 5 How to I use the IOMPRO generic retention schedules?

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**

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<b>Record Series</b>	<b>Retention requirements - legal/regulatory</b>	<b>Retention requirements - business needs</b>	<b>Retention period</b>	<b>Public Records Act selection (to be completed by the IOMPRO)</b>	<b>Actions</b>	<b>Notes</b>
<b>Strategic planning</b>						
Board/ Council minutes (private and public meetings) including agendas, reports and papers placed before the Board 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 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.	

<b>Record Series</b>	<b>Retention requirements - legal/regulatory</b>	<b>Retention requirements - business needs</b>	<b>Retention period</b>	<b>Public Records Act selection (to be completed by the IOMPRO)</b>	<b>Actions</b>	<b>Notes</b>
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).		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.
<b>Quality and organisational performance (not human resources records)</b>						
Assessments for accreditation e.g. Investors in People.		Completion of assessment + 5 years / until superseded.	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.	

<b>Record Series</b>	<b>Retention requirements - legal/regulatory</b>	<b>Retention requirements - business needs</b>	<b>Retention period</b>	<b>Public Records Act selection (to be completed by the IOMPRO)</b>	<b>Actions</b>	<b>Notes</b>
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.	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.	
<b>Communications</b>						
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.	

<b>Record Series</b>	<b>Retention requirements - legal/regulatory</b>	<b>Retention requirements - business needs</b>	<b>Retention period</b>	<b>Public Records Act selection (to be completed by the IOMPRO)</b>	<b>Actions</b>	<b>Notes</b>
Records documenting the development of corporate identity and branding.		Until superseded.	Records selected for permanent preservation to be retained for transfer to IOMPRO.  Records not selected for permanent preservation retention period: until superseded.	Retain for permanent presentation records relating to major rebranding exercises.	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 working papers.		Review for further business use at completion of consultation + 5 years.	Review for further business use at completion of consultation + 5 years.	Not required.	Set further retention period for records still of current business use. If no longer required, destroy at the end of the retention period.	
Published consultation document (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.	
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	Completion of consultation + 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: 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	

<b>Record Series</b>	<b>Retention requirements - legal/regulatory</b>	<b>Retention requirements - business needs</b>	<b>Retention period</b>	<b>Public Records Act selection (to be completed by the IOMPRO)</b>	<b>Actions</b>	<b>Notes</b>
Customer survey working papers.		Review for further business use at completion of survey + 3 years.		Not required.	Set further retention period for records still of current business use. If no longer required, destroy at the end of the retention period.	
Customer surveys - individual responses.	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 analysis of responses.	Records not selected for permanent preservation retention period: review for further business use at completion of survey + 5 years.	Not required.	Destroy at the end of the retention period.	
Customer survey anonymised results and analysis.		Review for further business use at completion of survey + 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 completion of survey + 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.	
Media relations records created by the local authority - final outputs e.g. media reports, briefings, press releases, published interviews etc.		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.	
Media relations preparatory records e.g. organisational records, drafts, correspondence.		Review for further business use at last action + 1 year.	Review for further business use at last action + 1 year.	Not required.	Set further retention period for records still of current business use. If no longer required, destroy at the end of the retention period.	
<b>Enquiries and complaints</b>						
Records documenting the preparation of a response to a question in Tynwald.	The public body needs to determine their legal requirements.	The public body needs to determine their business requirements.	The public body needs to determine their retention requirements.	Not required.	Destroy at the end of the retention period.	

<b>Record Series</b>	<b>Retention requirements - legal/regulatory</b>	<b>Retention requirements - business needs</b>	<b>Retention period</b>	<b>Public Records Act selection (to be completed by the IOMPRO)</b>	<b>Actions</b>	<b>Notes</b>
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.	



Record Series	Retention requirements - legal/regulatory	Retention requirements - business needs	Retention period	Public Records Act selection (to be completed by the 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 necessary for that purpose or those purposes' and GDPR legislation.	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.	
<b>Events and visits</b>						
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.	
<b>Legal</b>						
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.
<b>Administrative</b>						
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.	
<b>Retention schedule sign off (please note: the retention schedule is only valid when both 1 and 2 are signed):</b>						
1. On behalf of [INSERT ORGANISATION NAME/DEPARTMENT/DIVISION AS APPROPRIATE] signing for all columns excluding E:				2. On behalf of the IOMPRO signing for column E only:		
Name				Name		
Signature				Signature		
Position				Position		
Date				Date		

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



**Isle of Man Public Record Office: generic records retention schedule for Isle of Man local authorities: Information Management**

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<b>Record Series</b>	<b>Retention requirements - legal/regulatory</b>	<b>Retention requirements - business needs</b>	<b>Retention period</b>	<b>Public Records Act selection (to be completed by the IOMPRO)</b>	<b>Actions</b>	<b>Notes</b>
Data protection subject access request processing records.	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.	Completion of appeal +6 years where appeal made to the Office of the Data Protection Supervisor.  Completion of request + 3 years where no appeal.	Completion of appeal +6 years where appeal made to the Office of the Data Protection Supervisor.  Completion of request + 3 years where no appeal.	Not required	Destroy at the end of the retention period.	
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.	
Freedom of Information request processing records.	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 required.	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.	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 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.	

<b>Record Series</b>	<b>Retention requirements - legal/regulatory</b>	<b>Retention requirements - business needs</b>	<b>Retention period</b>	<b>Public Records Act selection (to be completed by the IOMPRO)</b>	<b>Actions</b>	<b>Notes</b>
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	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.	
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 IOMPRO + 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.	

Record Series	Retention requirements - legal/regulatory	Retention requirements - business needs	Retention period	Public Records Act selection (to be completed by the IOMPRO)	Actions	Notes
Records relating to the transfer and retrieval of records to off site storage.		Records moved from offsite storage / transferred to IOMPRO / destroyed + 2 years.	Records moved from offsite storage / transferred to IOMPRO / destroyed + 2 years.	Not required.	Destroy at the end of the retention period.	
Procedures, manuals and instructions on the management of information or records.		Until superseded.	Until superseded.	Not required.	Destroy at the end of the retention period.	
General routine correspondence relating to information management (not relating to policy 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 ORGANISATION NAME/DEPARTMENT/DIVISION AS APPROPRIATE] signing for all columns excluding E:				2. 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: Records / Documents of Short Term Value**

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<b>Record Series</b>	<b>Retention requirements - legal/regulatory</b>	<b>Retention requirements - business needs</b>	<b>Retention period</b>	<b>Public Records Act selection (to be completed by the IOMPRO)</b>	<b>Actions</b>	<b>Notes</b>
'With compliments slips' that contain no other information.		None.	None.	Not required.	Destroy immediately.	
Externally produced catalogues, trade journals or magazines.		Until superseded.	Until superseded.	Not required.	Destroy at the end of the retention period.	This retention period does not apply to publications produced by the public body. The record series they form part of should be listed elsewhere in public bodies' retention schedules.
Meeting invitations with no extra content.		Until meeting takes place or is cancelled / rearranged.	Until meeting takes place or is cancelled / rearranged.	Not required.	Destroy at the end of the retention period.	This retention period does not 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 information. E.g. location maps or advertising material.		Until request fulfilled.	Until request fulfilled.	Not required.	Destroy at the end of the retention period.	
Early drafts of documents, which have not been shared with colleagues / stakeholders.		Until superseded by shared or final drafts.	Until superseded by shared or final drafts.	Not required.	Destroy at the end of the retention period.	Drafts shared with colleagues or stakeholders for comment and final drafts of documents may be selected for permanent preservation. The record series they form part of should be listed elsewhere in public bodies' retention schedules.
Distribution lists.		Until superseded.	Until superseded.	Not required.	Destroy at the end of the retention period.	
Address books or telephone directories.		Until superseded.	Until superseded.	Not required.	Destroy at the end of the retention period.	
Duplicate copies of records circulated by others where no additions, such as comments or annotations, have been made.		Until no longer required for reference purposes.	Until no longer required for reference purposes.	Not required.	Destroy at the end of the retention period.	
Telephone slips where the information has been transferred to a file note.		Until the file note is created.	Until the file note is created.	Not required.	Destroy at the end of the retention period.	File notes may be selected for permanent preservation. The 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 related to the core business of the public body or core support functions (e.g. Human Resources, Finance etc.)		Until the information contained is no longer required.	Until the information contained is no longer required.	Not required.	Destroy at the end of the retention period.	
<b>Retention schedule sign off (please note: the retention schedule is only valid when both 1 and 2 are signed):</b>						
1. On behalf of [INSERT ORGANISATION NAME/DEPARTMENT/DIVISION AS APPROPRIATE] signing for all columns excluding E:				2. On behalf of the IOMPRO signing for column E only:		
Name				Name		
Signature				Signature		
Position				Position		
Date				Date		
<b>Date for scheduled review:</b>						



**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 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
<b>Risk management</b>						
Business continuity planning records. E.g. disaster response and recovery plan.		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.	Plans that were put into action as part of a major incident are selected for permanent preservation. All other plans are not selected.	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.	
Business continuity training / education records.		When superseded + 6 years.	When superseded + 6 years.	Not required.	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.	
<b>Insurance</b>						
Records documenting the arrangement and renewal of insurance policies, <b>excluding</b> 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.	

Record Series	Retention requirements - legal/regulatory	Retention requirements - business needs	Retention period	Public Records Act selection (to be completed by the IOMPRO)	Actions	Notes
Certificate of insurance for employers' and public liability insurance.	SD 312/04 The Employers' Liability (Compulsory Insurance) Regulations 2004 4(4): 40 years.	Date all obligations and entitlements concluded + 40 years.	Date all obligations and entitlements concluded + 40 years.	Not required	Destroy at the end of the retention period.	
Summaries of insurance arrangements e.g. insurance registers.		Until superseded.	Until superseded.	Not required	Destroy at the end of the retention period.	
Claims processing records.		Settlement of claim + 6 years. For claims involving children not before they reach the age of 24.  For serious or contentious cases or cases of proven negligence consider retention of up to 20 years.  For cases of employers' or public liability, consider retention up to 40 years.	Records selected for permanent preservation to be retained for transfer to IOMPRO.  Records not selected for permanent preservation retention periods: - Settlement of claim + 6 years. For claims involving children not before they reach the age of 24. - For serious or contentious cases or cases of proven negligence consider retention of up to 20 years. - For cases of employers' or public liability, consider retention up to 40 years.	Claims that were high-profile, set precedents or brought about significant change in the public bodies' practice / policy 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.	
General routine correspondence relating to risk management and insurance (not relating to policy, individual claims 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 ORGANISATION NAME/DEPARTMENT/DIVISION AS APPROPRIATE] signing for all columns excluding E:				2. On behalf of the IOMPRO signing for column E only:		
Name				Name		
Signature				Signature		
Position				Position		
Date				Date		
<b>Date for scheduled review:</b>						

Isle of Man Public Record Office: generic records retention schedule for Isle of Man local authorities: <b>Health and Safety</b>						
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						
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).	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.	
Accidents and incident reporting records relating to <b>adults</b> e.g. RIDDOR accident report / register; accident book 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).	Date of entry / last entry in a 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.	

<b>Record Series</b>	<b>Retention requirements - legal/regulatory</b>	<b>Retention requirements - business needs</b>	<b>Retention period</b>	<b>Public Records Act selection (to be completed by the IOMPRO)</b>	<b>Actions</b>	<b>Notes</b>
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.	
<b>Ionising Radiation</b>						
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).  UK legislation: The Ionising Radiation Regulations 1999 no 3232, regulation 30(5).		Date of report + 2 / 50 years (see legislation for definitions of which records to keep for 2 and which for 50).	Not required.	Destroy at the end of the retention period.	

<b>Record Series</b>	<b>Retention requirements - legal/regulatory</b>	<b>Retention requirements - business needs</b>	<b>Retention period</b>	<b>Public Records Act selection (to be completed by the IOMPRO)</b>	<b>Actions</b>	<b>Notes</b>
Radon monitoring results and investigation records, as specified in the UK Ionising Radiation Regulations 1999 (see next column).	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.	
<b>Asbestos</b>						
Employee information / instruction / training records concerning asbestos control.		Termination of employment + 6 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.	Termination of employment + 6 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.	Attach to personnel records.	Record type as described in UK 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.	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.  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.	

Record Series	Retention requirements - legal/regulatory	Retention requirements - business needs	Retention period	Public Records Act selection (to be completed by the 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).		Date of issue + 4 years.	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 ORGANISATION NAME/DEPARTMENT/DIVISION AS APPROPRIATE] signing for all columns excluding E:				2. On behalf of the IOMPRO signing for column E only:		
Name				Name		
Signature				Signature		
Position				Position		
Date				Date		
<b>Date for scheduled review:</b>						

**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

Record Series	Retention requirements - legal/regulatory	Retention requirements - business needs	Retention period	Public Records Act selection (to be completed by the IOMPRO)	Actions	Notes
<b>Recruitment</b>						
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	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	Last day of service + 6 years	Not required.	Destroy at the end of the retention period.	Isle of Man Office of Human Resources retention period; common practice in many UK local authorities
<b>Personnel administration</b>						

Record Series	Retention requirements - legal/regulatory	Retention requirements - business needs	Retention period	Public Records Act selection (to be completed by the IOMPRO)	Actions	Notes
Summary employee management records - capturing name, date of birth, dates of appointment, work history details, position/designation, titles and dates held, previous service record (e.g. employment registers, personal history cards, superannuation history cards, salary master records, summary data from HR systems)	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 pension payment + 6 years	Last pension payment + 6 years	Retain for permanent preservation	Transfer to IOMPRO at age 25 years.	Retention required as evidence of employment and for superannuation/pension purposes. Retention period is common practice in UK local authorities and recommended by Scottish Council on Archives. *Section 29 of the Data Protection Act 2002 allows the Public Record Office to retain records containing personal data indefinitely for research purposes in compliance with the relevant conditions in that section.
Written particulars of employment of individuals (including contracts, terms and conditions, job description, personal specification, pay grade, change of role or changes in contracted hours or terms and conditions, record of previous service dates, letters of termination of employment or resignation)	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	Last day of service + 6 years	Not required.	Destroy at the end of the retention period.	Retention period is common practice in UK local authorities and recommended by Scottish Council on Archives
Qualifications/references	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	Last day of service + 6 years	Not required.	Destroy at the end of the retention period.	Retention period from UK National Archives and common practice in many UK local authorities
Employee proof of identity	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	Last day of service + 6 years	Not required.	Destroy at the end of the retention period.	
Employee police/disclosure checks	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	Last day of service + 6 years	Not required.	Destroy at the end of the retention period.	
Employee emergency contact details	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.	Until superseded. Final details: last day of service + 6 years	Until superseded. Final details: last day of service + 6 years	Not required.	Destroy at the end of the retention period.	



<b>Record Series</b>	<b>Retention requirements - legal/regulatory</b>	<b>Retention requirements - business needs</b>	<b>Retention period</b>	<b>Public Records Act selection (to be completed by the IOMPRO)</b>	<b>Actions</b>	<b>Notes</b>
Current address details and change of name/address	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.'	Last day of service + 6 years	Last day of service + 6 years	Not required.	Destroy at the end of the retention period.	Retention period recommended by UK National Archives
Staff training records - routine	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.'	Date of training/expiry of certificate + 6 years	Date of training/expiry of certificate + 6 years	Not required.	Destroy at the end of the retention period.	UK local authorities retention periods vary between 2 years and 6 years after action completed
Staff training records - training concerning children or vulnerable adults	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.	Date of training + 35 years	Date of training + 35 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). Examination of retention schedules of a number of authorities show this is commonly in use.
Registers of staff training - health and safety	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.	Completion of training + 50 years	Completion of training + 50 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). Examination of retention schedules of a number of authorities show this is commonly in use.
Staff performance management/appraisal records, including probation reports	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.	Date completed + 5 years	Date completed + 5 years	Not required.	Destroy at the end of the retention period.	UK local authorities vary between 5 years and 7 years after action completed. 5 year retention period recommended by the Scottish Council on Archives
Correspondence and records relating to work permit applications and renewals	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.'	The local authority to determine its own business needs for retention	The local authority to determine its own retention period.	Not required.	Destroy at the end of the retention period.	

<b>Record Series</b>	<b>Retention requirements - legal/regulatory</b>	<b>Retention requirements - business needs</b>	<b>Retention period</b>	<b>Public Records Act selection (to be completed by the IOMPRO)</b>	<b>Actions</b>	<b>Notes</b>
Disciplinary records - where accusations proved to be unfounded	Data Protection Act 2002 Fifth principle states 'personal data processed for any purpose or purposes shall not be kept for	Destroy on date of decision not to proceed.	Destroy on date of decision not to proceed.	Not required.	Destroy at the end of the retention period.	Retention period recommended by Scottish Council on Archives
Disciplinary records - final written warnings	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.		Date of warning + 18 months	Not required.	Destroy at the end of the retention period.	Retention period recommended by Scottish Council on Archives
Disciplinary records - oral warning	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.		Date of warning + 6 months	Not required.	Destroy at the end of the retention period.	Retention period recommended by the Scottish Council on Archives. SD 306/37 Code of Practice on Disciplinary and Grievance Procedures 2007 recommended that oral warnings are disregarded after 6 months.
Disciplinary records - written disciplinary warnings (excluding final warning)	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.		Date of warning + 12 months	Not required.	Destroy at the end of the retention period.	Retention period recommended by the Scottish Council on Archives. SD 306/37 Code of Practice on Disciplinary and Grievance Procedures 2007 recommended that written warnings are disregarded after 12 months.
Disciplinary records - warnings in relation to children or vulnerable adults	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 + 25 years	Not required.	Destroy at the end of the retention period.	Retention period recommended by the Scottish Council on Archives.
Health surveillance records, including medical questionnaires, reports and correspondence with medical professionals including occupational health	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 + 40 years, date of birth + 75 years (whichever is longer).	Not required.	Destroy at the end of the retention period.	Retention period recommended by the Scottish Council on Archives and commonly in use in some UK local authorities

Record Series	Retention requirements - legal/regulatory	Retention requirements - business needs	Retention period	Public Records Act selection (to be completed by the IOMPRO)	Actions	Notes
Medical reports of those exposed to a substance hazardous to health	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.		Date of action + 50 years or until the person's 75th birthday (whichever is longer).	Not required.	Destroy at the end of the retention period.	Retention period commonly in use in some UK local authorities
Sickness absence - individual summary record	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.'		Last day of service + 6 years	Not required.	Destroy at the end of the retention period.	Retention period commonly in use in some UK local authorities
Sickness absence records, including self certification and statutory sick pay documentation	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.		End of current tax year + 3 years	Not required.	Destroy at the end of the retention period.	Retention period recommended by Scottish Council on Archives
Records relating to a major injury whilst on duty	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 + 40 years	Not required.	Destroy at the end of the retention period.	Retention period recommended by the Scottish Council on Archives.
Monitoring of staff leave and attendance (request forms, leave cards, jury service etc)	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.		Current year + 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) and also by the Scottish Council on Archives . Examination of retention schedules of a number of authorities show this is commonly in use.

Record Series	Retention requirements - legal/regulatory	Retention requirements - business needs	Retention period	Public Records Act selection (to be completed by the IOMPRO)	Actions	Notes
Travel and subsistence - claims and authorisation	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.		End of financial year + 6 years	Not required.	Destroy at the end of the retention period.	UK National Archives recommendation
Pension records						
Pension records, including detail benefit nomination and revocation forms, additional voluntary contributions, payments to scheme members	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.		Death of last known beneficiary of member + 6 years	Not required.	Destroy at the end of the retention period.	
<b>Retention schedule sign off (please note: the retention schedule is only valid when both 1 and 2 are signed):</b>						
1. On behalf of [INSERT ORGANISATION NAME/DEPARTMENT/DIVISION AS APPROPRIATE] signing for all columns				2. 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: Byelaws and enforcement**

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

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.	Permanent. 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			Permanent. Retain for transfer to IOMPRO.	Retain for permanent preservation	Transfer to the IOMPRO at age 25 years	
Records of enforcement and prosecutions relating to bye-laws, including control of dogs	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.	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.	
<b>Retention schedule sign off (please note: the retention schedule is only valid when both 1 and 2 are signed):</b>						
1. On behalf of [INSERT ORGANISATION NAME/DEPARTMENT/DIVISION AS APPROPRIATE] signing for all columns				2. On behalf of the IOMPRO signing for column E only:		
Name				Name		
Signature				Signature		
Position				Position		
Date				Date		
<b>Date for scheduled review:</b>						

Isle of Man Public Record Office: generic records retention schedule for Isle of Man local authorities: <b>Rates</b>						
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						
Record Series	Retention requirements - legal/regulatory	Retention requirements - business needs	Retention period	Public Records Act selection (to be completed by the IOMPRO)	Actions	Notes
Valuation lists (records of rateable values of properties)			Permanent. Retain for transfer to IOMPRO	Retain for permanent preservation	Transfer to IOMPRO at age 25 years	
Supplemental valuation lists			Permanent. Retain for transfer to IOMPRO	Retain for permanent preservation	Transfer to IOMPRO at age 25 years	
Rate books (summary)			Permanent. Retain for transfer to IOMPRO	Retain for permanent preservation	Transfer to IOMPRO at age 25 years	
Change of property ownership - correspondence from advocates or owners (rating)	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.		Date of last action + 6 years	Not required.	Destroy at the end of the retention period	
Correspondence and related papers relating to rate appeals (local authority and duplicates of central government), objections, payment etc.	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.		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). Examination of retention schedules of a number of authorities show this is commonly in use.
Detailed rate payment records	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.'		End of financial year (completion of audit) + 6 years	Not required.	Destroy at the end of the retention period	Isle of Man Government Financial regulations - best practice.
General routine correspondence relating to rates and valuation matters (not relating to policy or fitting within the categories above)	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.	The local authority to determine its own business needs for retention.	The local authority to determine its own retention period based on legal and business needs.	Not required.		
<b>Retention schedule sign off (please note: the retention schedule is only valid when both 1 and 2 are signed):</b>						
1. On behalf of [INSERT ORGANISATION NAME/DEPARTMENT/DIVISION AS APPROPRIATE] signing for all columns excluding E:				2. On behalf of the IOMPRO signing for column E only:		
Name				Name		
Signature				Signature		
Position				Position		
Date				Date		
<b>Date for scheduled review:</b>						

**Isle of Man Public Record Office: generic records retention schedule for Isle of Man local authorities: **Local Elections****

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

Record Series	Retention requirements - legal/regulatory	Retention requirements - business needs	Retention period	Public Records Act selection (to be completed by the IOMPRO)	Actions	Notes
Election and by-election documents as specified in section 51 of The Local Election Rules 2003 (as amended in 2008 and 2012) - including ballot papers, oaths and nomination papers	The Local Election Rules 2003 (as amended 2008 and 2012)	As legal requirements.	Declaration of result of poll + maximum of 7 days	Not applicable - statutory provision for records to be sent to the Clerk of the Rolls	The returning officer to forward records to Clerk of Rolls within 7 days of declaring the result of the poll following the instructions in section 51 of the Local Election Rules.	
Voter's lists (reference copies of those retained by Central Government)		The local authority to determine its own business requirements.	The local authority to determine its own retention period.	Not required.	Destroy at the end of the retention period	The Public Record Office will receive voter's lists via Central Government
Other election paperwork, including blank circulars relating to elections and routine correspondence		The local authority to determine its own business requirements.	The local authority to determine its own retention period.	Not required.	Destroy at the end of the retention period	
<b>Retention schedule sign off (please note: the retention schedule is only valid when both 1 and 2 are signed):</b>						
1. On behalf of [INSERT ORGANISATION NAME/DEPARTMENT/DIVISION AS APPROPRIATE] signing for all				2. On behalf of the IOMPRO signing for column E only:		
Name				Name		
Signature				Signature		
Position				Position		
Date				Date		
<b>Date for scheduled review:</b>						

Isle of Man Public Record Office: generic records retention schedule for Isle of Man local authorities: <b>Housing</b>						
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						
<b>Note: See also the Estates and Infrastructure section of this schedule, for reports on local authority housing stock, policy records and records relating to maintenance of housing stock, systems and plant</b>						
	Retention requirements - legal/regulatory	Retention requirements - business needs	Retention period	Public Records Act selection (to be completed by the IOMPRO)	Actions	Notes
Applications for social housing - withdrawn or refused	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.		Date of closure/withdrawal + 7 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 not selected records at the end of the retention period.	Common practice - this is the retention period adopted by DOI Housing division
Tenancy records, including applications of tenants	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.		End of tenancy + 7 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 not selected records at the end of the retention period.	Common practice - this is the retention period adopted by DOI Housing division
Housing waiting list	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.		Until superseded.	Not required.	Destroy at the end of the retention period.	Retention period recommended by the Scottish Council on Archives
Records related to payment of rent by individual tenants	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.		End of financial year (completion of audit) + 6 years	Not required.	Destroy at the end of the retention period.	Isle of Man Government financial regulations - best practice for financial records
Records of rent arrears including related correspondence and debtor information post-tenancy	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.		End of financial year (year of last action) + 6 years	Not required.	Destroy at the end of the retention period.	Isle of Man Government financial regulations - best practice for financial records
Housing inspections	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.		Date of last action + 7 years	Not required.	Destroy at the end of the retention period.	Retention period recommended by the Scottish Council on Archives
Contractor correspondence regarding routine maintenance of housing stock	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.	The local authority needs to determine its own business needs for retention.	The local authority needs to determine its own retention period based on legal and business needs.	Not required.	Destroy at the end of the retention period.	



Enquiries from Council or Tynwald members relating to housing	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.	The local authority needs to determine its own business needs for retention.	The local authority needs to determine its own retention period based on legal and business needs.	Not required.	Destroy at the end of the retention period.	
Routine general correspondence relating to housing (not related to a specific tenant or property)	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.	The local authority needs to determine its own business needs for retention.	The local authority needs to determine its own retention period based on legal and business needs.	Not required.	Destroy at the end of the retention period.	
Decisions relating to multiple properties (taken outside of a committee or formal meeting structure)		The local authority needs to determine its own business needs for retention.	The local authority needs to determine its own retention period based on legal and business needs.	IOMPRO to review at the end of the retention period. Significant policy decisions or controversial decisions may be selected for permanent preservation.	Transfer selected records to IOMPRO at age 25 years. Destroy not selected records at the end of the retention period.	
<b>Retention schedule sign off (please note: the retention schedule is only valid when both 1 and 2 are signed):</b>						
1. On behalf of [INSERT ORGANISATION NAME/DEPARTMENT/DIVISION AS APPROPRIATE] signing for all columns				2. 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: <b>Building Control</b>						
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						
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, inspections and enforcement of building control regulations, including related plans (where building control is a local authority function)	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.
Building control registers/indexes	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	
General routine correspondence relating to Building Control	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.	The local authority to determine its own business needs for retention.	The local authority to determine its own retention period based on legal and business needs.	Not required.		
<b>Retention schedule sign off (please note: the retention schedule is only valid when both 1 and 2 are signed):</b>						
1. On behalf of [INSERT ORGANISATION NAME/DEPARTMENT/DIVISION AS APPROPRIATE] signing for all columns excluding E:				2. On behalf of the IOMPRO signing for column E only:		
Name				Name		
Signature				Signature		
Position				Position		
Date				Date		
<b>Date for scheduled review:</b>						

**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

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 relating to the construction, acquisition and disposal of property, including buildings, land and leisure facilities - design records, conveyances (deeds/leases) and related papers	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	
Maintenance of local authority owned buildings and estates - including project specifications, plans, building control certificates and enforcement notices, installation records, tender documents, contract conditions	Limitation Act 1984: provides a period of action of 6 years or for 21 years for actions on a specialty	Retain for the life of the property	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
Equipment maintenance - portable equipment, plant, fixed equipment and systems	Limitation Act 1984: provides a period of action of 6 years from end date.		Date of disposal of equipment, plant or system + 6 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
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 the end of the retention period.	IOMPRO typically receive historically significant planning application records via Central Government. However occasionally 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.	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.
Records of vehicle usage - local authority owned or leased vehicles			Disposal of vehicle + 3 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). 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 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 the maintenance of highway verges, hedge trimming and removal of weeds, including requests			Date of last action + 7 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). Examination of retention schedules of a number of authorities show this is commonly in use.
Operational records relating to street cleaning and gully emptying, including requests			Date of last action + 7 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). 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 management and repairs, including requests			Date of last action + 7 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). Examination of retention schedules of a number of authorities show this in commonly is use.
Records relating to the strategic and high-level financial management of crematoria and burial grounds - reports, policies, correspondence and related papers			Permanent. Retain for transfer to IOMPRO.	Retain for permanent preservation.	Transfer to IOMPRO at age 25 years	
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 (e.g. applications, permits, financial records)	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.		Date of last action + 5 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). Examination of retention schedules of a number of authorities show this is commonly in use.

Record Series	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 prevention and detection of crime	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.	The local authority to determine its retention period based on business needs.	The local authority to determine its retention period based on business needs.	Not required.	Destroy at the end of the retention period.	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 the purposes identified.
Facilities management - visitor books, signing-in sheets, venue and equipment booking	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		Date of creation + 1 year	Not required.	Destroy at the end of the retention period.	
General routine correspondence relating to Estates and Infrastructure (not related to policy or fitting within the categories above)	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.'	The local authority to determine its own business needs for retention.	The local authority to determine its own retention period based on legal and business needs.	Not required.		
1. On behalf of [INSERT ORGANISATION NAME/DEPARTMENT/DIVISION AS APPROPRIATE]				2. On behalf of the IOMPRO signing for column E only:		
Name				Name		
Signature				Signature		
Position				Position		
Date				Date		

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



**Isle of Man Public Record Office: generic records retention schedule for Isle of Man local authorities: Refuse and recycling**

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

Record Series	Retention requirements - legal/regulatory	Retention requirements - business needs	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			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		The local authority to determine its own business needs.	The local authority to determine its own retention period.	Not required.	Destroy at the end of the retention period.	
General routine correspondence relating to refuse and recycling	principle states 'personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that	The local authority to determine its own business needs for retention.	The local authority to determine its own retention period based on legal and business needs.	Not required.		
<b>Retention schedule sign off (please note: the retention schedule is only valid when both 1 and 2 are signed):</b>						
1. On behalf of [INSERT ORGANISATION NAME/DEPARTMENT/DIVISION AS APPROPRIATE] signing for all columns				2. On behalf of the IOMPRO signing for column E only:		
Name				Name		
Signature				Signature		
Position				Position		
Date				Date		
<b>Date for scheduled review:</b>						

Isle of Man Public Record Office: generic records retention schedule for Isle of Man local authorities: <b>Planning and property searches</b>						
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						
Record Series	Retention requirements - legal/regulatory	Retention requirements - business needs	Retention period	Public Records Act selection (to be completed by the IOMPRO)	Actions	Notes
Correspondence relating to planning applications, including copy applications received from Central Government for comment	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 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 the end of the retention period.	IOMPRO typically receive historically significant planning application records via Central Government. However occasionally 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.
Property searches - correspondence and related papers from advocates	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 purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.' Consideration should also		Date of last action + 6 years	Not required.	Destroy at the end of the retention period.	
General routine correspondence relating to planning matters (not related to specific applications or policy)	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	The local authority to determine its own business needs for retention.	The local authority to determine its own retention period based on legal and business needs.	Not required.		
<b>Retention schedule sign off (please note: the retention schedule is only valid when both 1 and 2 are signed):</b>						
1. On behalf of [INSERT ORGANISATION NAME/DEPARTMENT/DIVISION AS APPROPRIATE] signing for				2. 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: <b>Licensing</b>						
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						
Record Series	Retention requirements - legal/regulatory	Retention requirements - business needs	Retention period	Public Records Act selection (to be completed by the IOMPRO)	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	
License summary registers	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.'		Permanent. 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 the end of the retention period.	
Operational records relating to the licensing of street traders and advertising boards - applications, correspondence, certificates	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.	Lapse of registration or entitlement + 2 years	Lapse of registration or entitlement + 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).
General routine correspondence relating to licensing matters (not related to specific applications or policy)	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.	The local authority to determine its own business needs for retention.	The local authority to determine its own retention period based on legal and business needs.	Not required.		
<b>Retention schedule sign off (please note: the retention schedule is only valid when both 1 and 2 are signed):</b>						
1. On behalf of [INSERT ORGANISATION NAME/DEPARTMENT/DIVISION AS APPROPRIATE] signing for all columns excluding E:				2. On behalf of the IOMPRO signing for column E only:		
Name				Name		
Signature				Signature		
Position				Position		
Date				Date		
<b>Date for scheduled review:</b>						

Isle of Man Public Record Office: generic records retention schedule for Isle of Man local authorities: <b>Leisure services</b>						
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						
Record Series	Retention requirements - legal/regulatory	Retention requirements - business needs	Retention period	Public Records Act selection (to be 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 ( <b>excluding</b> large-scale landscaping scheme plans and photographs)	Limitation Act 1984: provides a period of action of 6 years from end date.		Date of last action or contract + 6 years	Not required.	Destroy at the end of the retention period.	
Records relating to the operation of library services and sports facilities user registration, membership, borrowing, visits, attendance at events	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.		Date of last action (e.g. account inactive, loan returned, membership ceased) + 1 year	Not required.	Destroy at the end of the retention period.	Retention period recommended by the Scottish Council on Archives
Records relating to the operation of library services - stock acquisition and management (standard publications)			Disposal of stock item + 1 year	Not required.	Destroy at the end of the retention period.	
Records relating to the operation of library services - stock acquisition and management (special collections including rare or otherwise significant 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 attendees)	Limitation Act 1984: provides a period of action of 6 years from end date.		Date of event/activity + 6 years	Not required.		
Operational records relating to the allocation and management of allotment plots	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'; Limitation Act 1984: provides a period of action of 6 years from end date.		Date of action + 6 years	Not required.	Destroy at the end of the retention period.	
General routine correspondence relating to leisure matters (not related to policy)	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	The local authority to determine its own business needs for retention.	The local authority to determine its own retention period based on legal and business needs.	Not required.		
1. On behalf of [INSERT ORGANISATION NAME/DEPARTMENT/DIVISION AS APPROPRIATE] signing for all columns excluding E:				2. On behalf of the IOMPRO signing for column E only:		
Name				Name		
Signature				Signature		
Position				Position		
Date				Date		
<b>Date for scheduled review:</b>						

Isle of Man Public Record Office: generic records retention schedule for Isle of Man local authorities: <b>Dispute resolution</b>						
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						
Record Series	Retention requirements - legal/regulatory	Retention requirements - business needs	Retention period	Public Records Act selection (to be completed by the IOMPRO)	Actions	Notes
Correspondence and related papers relating to boundary disputes	Limitation Act 1984: provides a period of action of 21 years from dispossession 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 than is necessary for that purpose or those purposes.' Consideration should also be given to GDPR legislation.		Date of last action + 21 years	Retain records relating to disputes which resulted in significant changes to policy or procedures or where the matter became controversial or otherwise significant	Transfer selected records to IOMPRO at age 25 years. Destroy records not selected at the end of the retention period.	
Correspondence and related papers relating to disputes over noise and other disturbances	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 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.		Date of last action + 6 years	Retain records relating to disputes which resulted in significant changes to policy or procedures or where the matter became controversial or otherwise significant	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).
Correspondence and related papers relating to disputes over private roads	of action of 6 years from end date; 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		Date of last action + 6 years	Retain records relating to disputes which resulted in significant changes to policy or procedures or where the matter became controversial or otherwise significant	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).
Correspondence and related papers relating to disputes over trees and high hedges	of action of 6 years from end date; 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		Date of last action + 6 years	Retain records relating to disputes which resulted in significant changes to policy or procedures or where the matter became controversial or otherwise significant	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).
<b>Retention schedule sign off (please note: the retention schedule is only valid when both 1 and 2 are signed):</b>						
1. On behalf of [INSERT ORGANISATION NAME/DEPARTMENT/DIVISION AS APPROPRIATE] signing for all columns excluding E:				2. On behalf of the IOMPRO signing for column E only:		
Name				Name		
Signature				Signature		
Position				Position		
Date				Date		
				<b>Date for scheduled review:</b>		

**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

Record Series	Retention requirements - legal/regulatory	Retention requirements - business needs	Retention period	Public Records Act selection (to be completed by the IOMPRO)	Actions	Notes
Personal payroll summary history - including record of pay, performance pay, overtime pay, allowances, pay enhancements, other taxable allowances, payment for untaken leave, reduced pay, no pay, maternity leave, re-collection of overpayments	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.		Date of last pension payment + 6 years	Not required.	Destroy at the end of the retention period.	Working group comment that the retention period may be the end of financial year + 6 years. Pensions are typically administered by a private organisation on behalf of local authorities and so retention will depend on these arrangements.
Payroll records - including all forms, annual returns, working sheets, notices of tax coding, remittance records	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.		End of financial year + 6 years	Not required.	Destroy at the end of the retention period.	
Employee bank details - current (payroll)	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		Date of last service + 6 years	Not required.	Destroy at the end of the retention period.	UK National Archives recommends date of last service + 6 years.
Statutory and non-statutory maternity pay - detailed documentation	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.		End of financial year + 6 years	Not required.	Destroy at the end of the retention period.	Retention period recommended by UK National Archives

Record Series	Retention requirements - legal/regulatory	Retention requirements - business needs	Retention period	Public Records Act selection (to be completed by the IOMPRO)	Actions	Notes
Over-payment - detailed documentation	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.		Date of repayment/write-off (end of financial year) + 6 years	Not required.	Destroy at the end of the retention period.	Retention period in use in some UK local authorities
Advances for season tickets, car parking, bicycles, christmas/holidays, housing	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.		Date of repayment/write-off (end of financial year) + 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). It is also recommended by the UK National Archives. Examination of retention schedules of a number of authorities show this is commonly in use.
<b>Retention schedule sign off (please note: the retention schedule is only valid when both 1 and 2 are signed):</b>						
1. On behalf of [INSERT ORGANISATION NAME/DEPARTMENT/DIVISION AS APPROPRIATE] signing for all columns				2. On behalf of the IOMPRO signing for column E only:		
Name				Name		
Signature				Signature		
Position				Position		
Date				Date		
<b>Date for scheduled review:</b>						