

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Indicative Protective Marking	Notes	Secondary Reference
IT1	Knowledge Management							
IT1.1	Knowledge Management							
IT1.1.1	Contract documentation associated with ICT hardware and software		For the life of the contract	SECURE DISPOSAL	N	NOT PROTECTIVELY MARKED		
IT1.1.2	Invoices associated with ICT hardware and software		Current year +6 years	SECURE DISPOSAL	N	NOT PROTECTIVELY MARKED		
IT1.1.3	Reference documents used for operational purposes. Examples may include: policy and procedure documents; strategy documents and other policy documents		All documentation and policies are replaced by the next version	SECURE DISPOSAL	N	NOT PROTECTIVELY MARKED		
IT1.1.4	Documents collected for reading or reference purposes		All documentation are replaced by the next version	SECURE DISPOSAL	N	NOT PROTECTIVELY MARKED		
IT2	Information Assets							
IT2.1	Information							

[illegible]

IT4.1	Network Maintenance & Monitoring							
IT4.1.1	Records relating to network maintenance	Limitation Act 1980 (Section 2)	For the life of the asset	SECURE DISPOSAL	N	OFFICIAL		
IT5	Systems							
IT5.1	Systems - Change Control							
IT5.1.1	Documentation relating to change control for systems		Current year +6 years	SECURE DISPOSAL	N	NOT PROTECTIVELY MARKED		
IT5.2	Systems - Data Management							
IT5.2.1	Backups onsite - daily - sun to fri 6pm to 6am		30 days	SECURE DISPOSAL	Y	OFFICIAL		
IT5.2.2	Backups offsite - daily - sun to fri 6pm to 6am		7 days	SECURE DISPOSAL	Y	OFFICIAL		
IT5.2.3	Backups - monthly - last day on the months 6pm - 6am		12 months	SECURE DISPOSAL	Y	OFFICIAL		
IT5.3	Systems - Licensing							
IT5.3.1	Licences associated with ICT hardware and software	Limitation Act 1980 (Section 2)	Life of the contract	SECURE DISPOSAL	N	OFFICIAL		
IT5.3.2	Certificates used by websites and applications	Limitation Act 1980 (Section 2)	Life of the certificate	SECURE DISPOSAL	N	OFFICIAL		
IT5.4	Systems - Manuals							

[illegible]

IT7.2.1	Telephony data	Retention of Communications Data under Part 11: Anti Terrorism, Crime and Security Act 2001 (Commissioned by SI 2003 No 3175 The Retention of Communications Data (Code of Practice) Order 2003)	6 months (Skype) Infiniteley (Mitel/LiquidVoice)	SECURE DISPOSAL	Y	OFFICIAL		
IT7.2.2	E-mail data	Retention of Communications Data under Part 11: Anti Terrorism, Crime and Security Act 2001 (Commissioned by SI 2003 No 3175 The Retention of Communications Data (Code of Practice) Order 2003)	Current year +6 years	SECURE DISPOSAL	Y	OFFICIAL		

Y	OFFICIAL
N	OFFICIAL - SENSITIVE
	NOT PROTECTIVELY MARKED