Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Indicative Protective Marking	Notes	Secondary Reference
IT1	Knowledge							
IT4 4	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			SECURE DISPOSAL	N	NOT PROTECTIVELY MARKED		
IT2	Information Assets						•	•
IT2.1	Information							

IT2.1.1	Asset register	F U C	Assets indefinitley, personal information until the asset is disposed or the staff member leaves	SECURE DISPOSAL	Y	NOT PROTECTIVELY MARKED		
IT2.1.2	Satisfaction survey		Current year +10 years	SECURE DISPOSAL	N	NOT PROTECTIVELY MARKED		
IT2.1.3	Information relating to audit of ICT services	1	N/A	SECURE DISPOSAL	N	NOT PROTECTIVELY MARKED	Information is shared with ICT but stored within Audit	AD1.1
IT3	Users							
IT3.1	User - Profiles				-			
IT3.1.1	Personal Commitment Statements		Kept by HR	SECURE DISPOSAL	Y	NOT PROTECTIVELY MARKED	Form created by ICT but given to HR to keep with personal file	HP4.2.1
IT3.1.2	System user profiles		Employment of staff member +30 days	SECURE DISPOSAL	Y	NOT PROTECTIVELY MARKED		
IT3.1.3	ICT related forms	C	, ,	SECURE DISPOSAL	Y	NOT PROTECTIVELY MARKED		
IT3.1.4	User information stored within Spiceworks helpdesk database		Current year +6 years	SECURE DISPOSAL	Y	NOT PROTECTIVELY MARKED		
IT3.2	User - Personal							
IT2 2 4	Folders Documents folder for			SECURE	lv	NOT	 	
IT3.2.1	individual staff members	r	Employment of staff member +30 days	DISPOSAL	Ť	PROTECTIVELY MARKED		
IT3.2.2	Sharepoint myhub folder for individual staff members		Employment of staff member +3 months	SECURE DISPOSAL	Y	NOT PROTECTIVELY MARKED		
IT4	Networks							

IT4.1	Network							
	Maitenance &							
	Monitoring	1	<u> </u>	T	1	Ta ==: a	l .	l
IT4.1.1	Records relating to	Limitation Act 1980		SECURE	N	OFFICIAL		
	network	(Section 2)	asset	DISPOSAL				
	maintenance							
IT5	Systems							
IT5.1	Systems - Change							
	Control	T	<u> </u>	I	T		T	T
IT5.1.1	Documentation		Current year +6 years	SECURE	N	NOT		
	relating to change			DISPOSAL		PROTECTIVELY		
	control for systems					MARKED		
IT5.2	Systems - Data							
ITE O 1	Management	ı		locoupe.	Ty.	TOEFIOIA!	Т	T
IT5.2.1	Backups onsite -		30 days	SECURE	Υ	OFFICIAL		
	daily - sun to fri 6pm			DISPOSAL				
ITE O O	to 6am		- .	0501105		OFFICIAL		
IT5.2.2	Backups offsite -		7 days	SECURE	Υ	OFFICIAL		
	daily - sun to fri 6pm			DISPOSAL				
IT5.2.3	to 6am		12 months	SECURE	Υ	OFFICIAL		
115.2.3	Backups - monthly -		12 months	DISPOSAL	Y	OFFICIAL		
	last day on the months 6pm - 6am			DISPUSAL				
IT5.3								
115.3	Systems -							
IT5.3.1	Licensing Licences associated	Limitation Act 1980	Life of the contract	SECURE	ĪN .	OFFICIAL		
113.3.1	with ICT hardware	(Section 2)	Life of the contract	DISPOSAL	IN .	OFFICIAL		
	and software	(Section 2)		DISFOSAL				
	and software							
IT5.3.2	Certificates used by	Limitation Act 1980	Life of the certificate	SECURE	N	OFFICIAL		
0.0.2	websites and	(Section 2)		DISPOSAL	[]			
	applications	(00000112)		2.37 337 (2				
IT5.4	Systems - Manuals							
113.4	Gysteins - Mailuais							

IT5.4.1	Records relating to third party applications including change control records and changes to systems (approved and signed off)		Life of the contract	SECURE DISPOSAL	N	NOT PROTECTIVELY MARKED	
IT5.4.2	Manuals associated with hardware and software systems		Life of the hardware/software	SECURE DISPOSAL	N	NOT PROTECTIVELY MARKED	
IT6	Hardware						
IT6.1	Hardware - Maintenance						
IT6.1.1	Records relating to the maintenance of systems hardware	Limitation Act 1980 (Section 2)	For the life of the hardware	SECURE DISPOSAL	N	NOT PROTECTIVELY MARKED	
IT6.2	Hardware - Disposal						
IT6.2.1	Destruction certificates issued by secure disposal firms	Limitation Act 1980 (Section 2)	Indefinitely	SECURE DISPOSAL	N	NOT PROTECTIVELY MARKED	
IT7	Security						
IT7.1	Information Security						
IT7.1.1	Corporate Information Security Policy		All policies are replaced by the next version	SECURE DISPOSAL	N	NOT PROTECTIVELY MARKED	
IT7.1.2	All records relating to the responses to information security breaches Security		Current year +6 years	SECURE DISPOSAL	N	NOT PROTECTIVELY MARKED	

IT7.2.1			SECURE DISPOSAL	Υ	OFFICIAL	
IT7.2.2	Retention of Communications Data under Part 11: Anti Terroism, Crime and Security Act 2001 (Commissioned by SI 2003 No 3175 The Retention of Communications Data (Code of Practice) Order 2003)	, ,	SECURE DISPOSAL	Υ	OFFICIAL	

IT7.2.3	Web Activity Logs	Retention of Communications Data under Part 11: Anti Terroism, Crime and Security Act 2001 (Commissioned by SI 2003 No 3175 The Retention of Communications Data (Code of Practice) Order 2003)	6 months	SECURE DISPOSAL	Y	OFFICIAL	
IT7.2.4	All records relating to the investigation of inappropriate use of email and internet systems		Kept with HR	SECURE DISPOSAL	Υ	OFFICIAL	HP4.2.2
IT7.2.5	All records relating to the identification of vulnerabilities in ICT systems and mitigation of the vulnerabilities		Current year +6 years	SECURE DISPOSAL	N	OFFICIAL	
IT7.2.6	All records relating to the assessment of new systems and potential outcomes including decision		Life of the system	SECURE DISPOSAL	N	OFFICIAL	
IT7.2.7	PSN Security documentation		Current year +6 years	SECURE DISPOSAL	N	OFFICIAL	
IT8	Service Delivery Consultation					1	CM3.1

Y OFFICIAL

N OFFICIAL - SENSITIVE
NOT PROTECTIVELY MARKED