



DERBYSHIRE COUNTY COUNCIL

Finance Retention Schedule

Covering: Finance, Pensions, Insurance, Risk Management, Audit, Procurement

Supersedes former retention schedules for Audit (v1.1) and Procurement (v1.1)



| Version History | | | | |
|-----------------|----------|---|---|---------------------|
| Version | Date | Detail | Author | Responsible Officer |
| 1.00 | 2008 | Master Finance Retention Schedule | Martin Brassington | Martin Brassington |
| 2.00 | 2015 | Major revision to bring in line with LGCS | Michael Crawford | Peter Handford |
| 3.00 | 2017 | Review & minor amendments | Michael Crawford | Peter Handford |
| 4.00 | 2018 | Cross-reference to Children's Services retention schedule covering accounts of children's homes (to comply with Children's Home Regulations); other minor amendments. Not published. | Michael Crawford / Mark Smith | Peter Handford |
| 4.01-3 | 2019 | Consultation draft. Changes to Pensions section, making most records disposable 15 years after the end of liability. Risk/Insurance sections updated with new rules from Risk Management and some rule mergers. | Michael Crawford / Mark Smith / Angela Unwin / Sarah Rhodes / Jane Morgan | Peter Handford |
| 5.00 | Sep 2019 | Incorporating superseded retention schedules for Procurement and Audit | Michael Crawford / Mark Smith / Angela Unwin / Sarah Rhodes / Jane Morgan | Peter Handford |
| 5.01 | Oct 2020 | Clarification of retention FIN 1.04 (ERDF) | M Crawford / M Smith | |
| 5.02 | Oct 2020 | Reformatted for accessibility | M Smith | |

Standard Operating Procedure

Some records do not need to be kept at all. Standard Operating Procedures (SOP) define all records which staff may routinely destroy in the normal course of business. However, the retention/disposal schedule must still contain references and instructions concerning them.

SOP usually applies to information that is duplicated, unimportant, or of only short term transactional or operational value.

Examples include:

- 'with compliments' slips
- catalogues and trade journals
- reports from third parties circulated for information
- journals of professional bodies or organisations
- telephone message slips
- non-acceptance of invitations
- trivial electronic mail messages or notes that are not related to Authority business
- requests for standard information such as location maps, plans, contact details, opening hours or promotional material
- out-of-date distribution lists/staff directories
- minutes circulated for information
- Diaries and notebooks (after contents have been entered into an approved record-keeping system)

(Note, this is not an exhaustive list)

Duplicated and superseded material such as official stationery, manuals, drafts, forms, address books and reference copies of DCC annual reports may be destroyed under SOP. Electronic copies of documents where a hard copy has been printed and filed, and thermal paper facsimiles after making and filing a photocopy, are also covered by SOP and may be destroyed

SOP should not be applied to records or information that can be used as evidence– to prove that something happened or that a decision was reached. Examples include: staff meeting minutes, public consultation papers or any record that has made a significant contribution to the discussion of the business being conducted should be captured as a record and have a retention period assigned.

Glossary of Terms:

Closure: when a record ceases to be 'current' – this can be the when a set of minutes are formally agreed, or when a Help Desk incident is formally closed. Many retention periods are triggered after the 'closure' of a record

Disposal: the processes associated with the end of a records lifecycle, they will typically include destruction of the records or transfer of the records to Derbyshire Record Office for permanent preservation

Functional Description: the description of the function that the record serves (i.e. the functional description of a set of minutes is 'the process of preparing business...')

Permanent: Retain the record permanently and transfer to Derbyshire Record Office

Record: the recorded evidence about an activity

Retention Action: the action regarding the retention of a record, these will be triggered by a particular event (i.e. the closure of a record)

Additional Information:

Records Disposal Policy and Procedures: <https://staff.derbyshire.gov.uk/information-security/confidential-information/disposing-of-confidential-information/disposing-of-confidential-information.aspx>

Additional Retention Schedules (including HR, Management and Administration, Property, Procurement):
<http://staff.derbyshire.gov.uk/retentionschedules>

For further information about the contents of this retention schedule, or for records management generally contact Records Management on records.management@derbyshire.gov.uk or on ext. 39203

At a glance guide to other retention periods

| Record Type | Retention Period | Further Information |
|---------------------------------------|---|--|
| Finance Records | 6 years (from the end of the current financial year) | Finance Retention Schedule |
| Operational meeting minutes | 3 years (from agreement of minutes) | Management and Administration Retention Schedule |
| Strategic meeting minutes | Permanent (transfer to Derbyshire Record Office) | Management and Administration Retention Schedule |
| Statistics | 6 years | Management and Administration Retention Schedule |
| Contract Records | 6 years (ordinary contract, 12 years (contract under seal) from end of terms of contract) | Procurement Retention Schedule |
| Staff Records | 7 years from end of employment or 25 years from end of employment (if working in a social care or risk group) | Human Resources Retention Schedule |
| Cabinet reports | Permanent | Management and Administration Retention Schedule |
| Interview documents | 12 months (for unsuccessful candidates), retain on personnel file for successful candidates | Human Resources Retention Schedule |
| Majority of health and safety records | 7 years (with the exception of asbestos and radiation records) | Health and Safety Retention Schedule |
| Policies and associated procedures | Permanent (transfer to Derbyshire Record Office) | Management and Administration Retention Schedule |

Financial and Provision Management

| Ref. No. | Functional Description | Retention Period | Examples | Further Information | Storage Location |
|----------|--|--|--|----------------------------|---|
| FIN 1.01 | The process of maintaining financial ledgers | 10 years from closure/end of scheme | Revenue Financial Ledgers Capital Financial Ledgers | Business requirement | EDRM, shared drives, finance management systems |
| FIN 1.02 | The process of closing down financial ledgers | 2 years from closure | | Business requirement | |
| FIN 1.03 | The process of managing and administering grant funding and claims administration (excluding ERDF and European grants) | 6 years from end of grant terms | Expenditure records Reports to funding body | Business requirement | |
| FIN 1.04 | The process of managing and administering ERDF grant funding and claims administration | Destroy 3 years from closure of programme, or on later date given in central government guidance | Expenditure records Reports to funding body 2007-2013 programme: destroy on 31 Dec 2025 2014-2020 programme: destroy on 31 Dec 2033 | European Union Requirement | |
| FIN 1.05 | The process of managing and administering other European grant funding and claims administration | 12 years from end of grant terms | Expenditure records Reports to funding body | Business requirement | |

| Ref. No. | Functional Description | Retention Period | Examples | Further Information | Storage Location |
|----------|--|--|---|---------------------------|---|
| FIN 1.06 | The process of managing budgets, income, and expenditure | 6 years plus current | Estimates Costings Income Investments Loans Funding bids Reporting Reconciliations | Local Government Act 2003 | EDRM, shared drives, finance management systems |
| FIN 1.07 | The process of managing and administering re-charges | 6 years plus current | | Business requirement | |
| FIN 1.08 | The process involved in managing debts owed to the authority | 6 years from clearance of debt/closure | Deposits Ledger Debtor Accounts Income posting slips and tabulations | Business requirement | |

Financial transaction management

| Ref. No. | Functional Description | Retention Period | Examples | Further Information | Storage Location |
|----------|--|-----------------------|---|--|------------------|
| FIN 2.01 | The process of managing the authority's banking transactions (excluding full statements) | 6 years plus current | Bank Reconciliations Bank paying in books/slips Records of cancelled cheques Cheque books and counterfoils (always treat as current if uncashed) | Business requirement Card details written down prior to entry into a financial system should be disposed of after input | |
| FIN 2.04 | The process of managing the authority's bank statements | 10 years plus current | Bank statements | Business requirement | |

| Ref. No. | Functional Description | Retention Period | Examples | Further Information | Storage Location |
|----------|---|-----------------------------------|--|--|---|
| FIN 2.02 | Activities involved in the payment for goods and services by the authority. Includes expenses claims and honorariums. | 6 years plus current | Credit Notes Creditor Invoices Delivery Notes Imprest documentation BACS listings Cheque List Expense Claims Invoices | Business requirement. For financial records of the acquisition, leasing, ownership or disposal of property, see Property retention schedule | EDRM, shared drives, finance management systems |
| FIN 2.03 | The process of recording car mileage on leased vehicles | 3 years from termination of lease | Mileage forms | Business requirement | |

Taxation

| Ref. No. | Functional Description | Retention Period | Examples | Further Information | Storage Location |
|----------|---|----------------------|----------|--|------------------|
| FIN 3.01 | The process of administering VAT payments and claims | 6 years plus current | | The Value Added Tax Act 1994 (Sch, 11, para 6) HMRC internal guidance manual. | |
| FIN 3.02 | The process of managing and administering the Council tax | 6 years plus current | | Business requirement | |

Accounts and statements

| Ref. No. | Functional Description | Retention Period | Examples | Further Information | Storage Location |
|----------|--|--|---|----------------------|---|
| FIN 4.01 | The summary management of corporate accounts | Permanent. Offer to Derbyshire Record Office when no longer current | Abstract of accounts | Business requirement | |
| FIN 4.02 | The process of accounting and reporting | 6 years plus current For children's home accounts, see the Children's Services retention schedule | Final accounts Reporting Strategic financial planning | Business requirement | EDRM, shared drives, finance management systems |

Pensions

| Ref. No. | Functional Description | Retention Period | Examples | Further Information | Storage Location |
|----------|---|---|---|---|------------------|
| FIN 5.01 | Management of files relating to cases of no further liability (NFL) | 15 years from date of NFL | Cessation of linked pension or survivor pension; Transfers out; Compounded pensions; Death grant; Refunds | Business requirement [15-year limitation?] | |
| FIN 5.02 | Management of current preserved scheme members | Retain while current, then see FIN 5.01 | Preserved scheme files | Business requirement | |

| Ref. No. | Functional Description | Retention Period | Examples | Further Information | Storage Location |
|----------|---|---|---|---|------------------|
| FIN 5.08 | Management of current scheme members | Retain while current, then see FIN 5.01 | Active pension scheme files | Business requirement | |
| FIN 5.09 | Management of survivor pension payments | Retain while current, then see FIN 5.01 | Files relating to survivors in receipt of pension payments | Business requirement | |
| FIN 5.03 | Number not used | | | | |
| FIN 5.04 | Pension case management reporting | 15 years plus current | Pension increase reports; Statistical data; Scheme valuation data; Annual allowance reports; Income report; Year-end reports produced internally; All other reports | Business requirement | |
| FIN 5.05 | The process of managing local government pensions through significant local government reorganisation | Permanent Offer to Derbyshire Record Office when no longer current | Records of pensions recharged to Derby City following 1997 reorganisation | Business requirement | |
| FIN 5.06 | The process of managing pension schemes of other organisations | Transfer to relevant administrative authority | Police Officers Pension Scheme Fire Officers Pension Scheme | Business requirement As at 2019, the Council manages no such schemes | |
| FIN 5.07 | Copies of members' Additional Voluntary Contributions statements | 3 years from year end | | Business requirement | |

| Ref. No. | Functional Description | Retention Period | Examples | Further Information | Storage Location |
|----------|--|---|--------------------------------|----------------------|-------------------------------------|
| FIN 5.10 | The management of Year-End Returns supplied by local government bodies | 100 years | | Business requirement | Pension administration system (UPM) |
| FIN 5.11 | The appraisal of pension fund assets and liabilities | Permanent Offer to Derbyshire Record Office when no longer current | Pension fund actuarial reports | | |

Insuring against risk

| Ref. No. | Functional Description | Retention Period | Examples | Further Information | Storage Location |
|----------|---|---------------------------------|---|--|---|
| FIN 6.03 | Evidence of liability insurance status, where there is enduring potential for an injury claim | 100 years from expiry of policy | All Liability Insurance policies, schedules, certificates (including motor vehicle insurance) To Whom Letters Insurance contracts Schedule of insurers and limits | Business requirement Employers Liability (Compulsory Insurance) Act 1969 Employers Liability (Compulsory Insurance Regulations 1998) | |
| FIN 6.07 | Evidence of liability insurance status, where there is low potential for an injury claim | 7 years from expiry of policy | School Balance Of Risk policies/schedules Accident policies/schedules Travel policies/schedules Schedule of DCC members insured/traveling Schedule of officers insured/travelling | Business requirement | EDRM, shared drives, finance management systems |

| | | | | | |
|----------|---|-------------------------------|--|--|---|
| FIN 6.04 | Evidence of liability insurance status in relation to property | 7 years from expiry of policy | Property policies/schedules Balance of risk policy and summary of cover | Business requirement | EDRM, shared drives, finance management systems |
| FIN 6.09 | Evidence of insurance status in relation to policies with a Claims-Made basis | 3 years from expiry of policy | Policies and schedules for Fidelity Insurance, Medical Malpractice, Professional Indemnity, Officials Indemnity, Cyber Liability | Business requirement/Limitation Act 1980 | |

Insurance claims administration

| Ref. No. | Functional Description | Retention Period | Examples | Further Information | Storage Location |
|----------|---|-------------------------------------|---|---------------------|------------------|
| FIN 7.01 | Routine administration of insurance claims (excluding cases relating to minors) | 6 years from settlement/repudiation | Insurance claim files relating to: Public Liability Insurance Property Damage Employers Liability Motor liability Motor Vehicle Own Damage School Balance of Risk Own Property Damage Travel Fidelity Guarantee Cyber liability Medical malpractice Professional indemnity Officials indemnity | Limitation Act 1980 | |
| FIN 7.02 | No such rule: absorbed into FIN 7.03 | | | | |

| | | | | | |
|----------|---|---|--|--|--|
| FIN 7.03 | The process of managing an insurance claims relating to minors | 22 years from date of birth | Liability Injury insurance claim files Personal Accident insurance claim files School Journey insurance Claim Files Medical Malpractice insurance claims | Limitation Act 1980 | |
| FIN 7.04 | The process of managing a subsidence insurance claim | 40 years from date of claim | Subsidence Insurance Claim Files | Business Requirement | |
| FIN 7.05 | The management of information in relation to a potential future claim by an individual, in relation to industrial disease | 100 years from date of birth | Incident reports, background information | Business Requirement CIPFA Guidance | |
| FIN 7.06 | The process of managing an industrial disease insurance claim | 6 years from date of settlement/repudiation | Employers and Public liability insurance claim files relating to industrial diseases | Business Requirement CIPFA Guidance | |
| FIN 7.07 | No such rule: absorbed into FIN 7.01 | | | | |
| FIN 7.08 | The maintaining of historical claims data | Permanent Offer to Derbyshire Record Office when system is scheduled for decommission | Insurance Claims Database Records, Long Span apportionments tables, Insurer handled claim records, bordereaux, reconciliations, bank statements from imprest account | Business requirement | |

| | | | | | |
|----------|--|-----------------------|--------------------------|----------------------|--|
| FIN 7.09 | The summary management of claims and triangulation details | 70 years plus current | Summaries/Triangulations | Business requirement | |
|----------|--|-----------------------|--------------------------|----------------------|--|

Administering risk management and insurance

| Ref. No. | Functional Description | Retention Period | Examples | Further Information | Storage Location |
|----------|--|--------------------------------|--|----------------------|---|
| FIN 8.01 | The registration of insurance underwriting information | 15 years plus current | Renewal documents Tender documents Renewal and tender correspondence Insurance Premium Register Insured Buildings and Contents Inventory Motor Vehicles Inventory Records of insurer cover clarification | Business requirement | |
| FIN 8.02 | The financial control of retained risks | 50 years from date of creation | Actuarial Fund Review Report Supporting information used to produce Actuarial Fund Review Report Funding analysis; Reconciliation, Liabsum, Accounts, Ledger Balancing, Year End, Recharges, Budgets, MMI Scheme of Arrangement, Bordereaux | Business requirement | EDRM, shared drives, finance management systems |

| Ref. No. | Functional Description | Retention Period | Examples | Further Information | Storage Location |
|----------|--|---------------------------------|--|----------------------|------------------|
| FIN 8.03 | No such rule: absorbed into FIN 8.01 | | | | |
| FIN 8.04 | The process of maintaining pension fund insurance registers | 10 years from date of renewal | Records of insured pension fund properties | Business requirement | |
| FIN 8.05 | The process of agreeing scope of insurance cover for individual cases | 22 years from date of birth | Approval Medical Procedures correspondence Waiver of rights of recovery correspondence | Limitation Act 1980 | |
| FIN 8.06 | The process of agreeing scope of medical malpractice insurance cover for medical procedures | 27 years from date of agreement | Correspondence, endorsements | Limitation Act 1980 | |
| FIN 8.07 | The process of agreeing scope of insurance cover for partnerships/seconded employees/directors of boards | 22 years from date of agreement | Correspondence, endorsements | Limitation Act 1980 | |
| FIN 8.08 | Routine administration of risk management and insurance | 6 years from closure | Correspondence re recovery salary paid to employees involved in road traffic accidents (non DCC liability) Recoding and charging for Court of Protection properties | Business Requirement | |

| Ref. No. | Functional Description | Retention Period | Examples | Further Information | Storage Location |
|----------|--|---|---|----------------------|------------------|
| | | | Engineering inspections: additions, deletions, correspondence Short term vehicle hire insurance/recharging (Vehicle details, 4th EU returns) | | |
| FIN 8.09 | Administration of risk management and insurance on behalf of external bodies | 70 years from closure | Tenders, renewals, policy documents, certificates, schedules, correspondence | Business Requirement | |
| FIN 8.10 | Insurance procurement processes | 10 years from closure (e.g. recommendations actioned or tender awarded) | Insurer survey reports and correspondence Broker/loss adjuster tender documents, appendices, award correspondence | Business Requirement | |

Operational risk management

| Ref. No. | Functional Description | Retention Period | Examples | Further Information | Storage Location |
|----------|---|--|--|----------------------|------------------|
| FIN 9.01 | Insurance loss control surveying | 6 years from date completed | Insurer survey reports School's Annual Security Risk Assessment Questionnaire | Business Requirement | |
| FIN 9.02 | The agreement of dispensation from minimum insurance requirements | 40 years from granting of dispensation | Correspondence confirming dispensation | Business Requirement | |

Planning and review of audit activity

| Ref. No. | Functional Description | Retention Period | Examples | Further Information | Storage Location |
|----------|---------------------------------------|-----------------------|---|---------------------|---|
| AUD 1.01 | Planning and review of audit activity | 6 years from year end | <p>Audit Points Forward schedule</p> <p>Project Brief</p> <p>Audit Assignment Plan and staff briefing notes</p> <p>Audit Recharges and Performance stats</p> <p>Audit Planning</p> <p>IDEA/ Business Warehouse Data extracts (to be retained until next audit review)</p> | Business need | <p>Electronic File Structure</p> <p>Audit Servers</p> |

Summary management of audit activity

| Ref. No. | Functional Description | Retention Period | Examples | Further Information | Storage Location |
|----------|---|-------------------------------------|----------|--|---------------------------|
| AUD 2.01 | Notes of meetings and discussions with Management | 6 Years from the date of the Audit. | | Previous documents scanned to Audit server | Electronic File Structure |

| Ref. No. | Functional Description | Retention Period | Examples | Further Information | Storage Location |
|----------|----------------------------------|-----------------------|---|---------------------|---|
| AUD 2.02 | Other summary management records | 6 Years from year end | <p>Internal Audit Memoranda, Action Plans and Observations</p> <p>Correspondence (Section 1), if relating to routine Audit activities e.g. arranging the Audit</p> <p>Service Plans, Organisation charts, Procedure Notes, Delegation Scheme, Relevant Contracts, Audit System Notes, Audit Flowcharts, External Audit Reports, Member and Management Reports, Publications and Relevant Legislation</p> <p>Weekly Audit Plans and Office Diary</p> <p>Audit Office Meetings</p> <p>Audit Committee reports and working papers</p> <p>Audit Manual & procedures</p> | Business need | <p>Electronic File Structure</p> <p>Audit Servers</p> |

Operational management

| Ref. No. | Functional Description | Retention Period | Examples | Further Information | Storage Location |
|----------|--|---|--|---------------------|---------------------------|
| AUD 3.01 | Operational management of audit activity (general) | Generally: 6 years from year end | Analysis of time charged and reasons for variances Working papers including file review and response. Summaries of points arising where appropriate Follow up of previous Audit recommendations (Section 3) | Business need | Electronic File Structure |
| AUD 3.02 | Operational management of audit activity (audit at 36m+) | If frequency of Audit is 36 months or more: 10 years from year end | As above | Business need | Electronic File Structure |

Special investigations

| Ref. No. | Functional Description | Retention Period | Examples | Further Information | Storage Location |
|----------|--|-----------------------------------|------------------------------|---------------------|---------------------------|
| AUD 4.01 | The process of conducting special investigations | 5 years from the date of review. | Working papers, Action Plans | Business need | Electronic File Structure |
| AUD 4.02 | The process of reporting special investigations | 10 years from the date of review. | Audit Reports, appendices | Business need | Electronic File Structure |

Anti-fraud compliance

| Ref. No. | Functional Description | Retention Period | Examples | Further Information | Storage Location |
|----------|---|---|----------|---------------------|------------------|
| AUD 5.01 | National Fraud Initiative Data Submission | Previous exercise's data deleted when new data set received. Reports on NFI results - 6 Years from year end | | Business need | Audit Servers |

Forensic case management

| Ref. No. | Functional Description | Retention Period | Examples | Further Information | Storage Location |
|----------|------------------------|---|----------|---------------------|------------------------------|
| AUD 6.01 | EnCase Files | 12 months from the issue of the Audit Report/Conclusion of any criminal/disciplinary case | | Business need | Portable Data Storage device |

Tendering

| Ref. No. | Functional Description | Retention Period | Examples | Further Information | Storage Location |
|-----------|--|--|--|-----------------------------|------------------|
| PROC 1.01 | Tender specification and contract development (Ordinary contracts) | Destroy 6 years from expiration of terms of contract | Tender Specification. Note: For project files containing drafts leading to a final version these records can be destroyed. | The Limitation Act 1980 s.5 | |

| Ref. No. | Functional Description | Retention Period | Examples | Further Information | Storage Location |
|-----------|--|--|--|---|------------------|
| PROC 1.02 | Tender specification and contract development (Contracts under Seal) | Destroy 12 years from expiration of terms of contract | Tender Specification. Note: For project files containing drafts leading to a final version these records can be destroyed. | The Limitation Act 1980 s.8(02) | |
| PROC 1.03 | Pre-contract advice | Destroy 2 years from expiration of terms of contract (or is not let) | Expressions of Interest. | The Limitation Act 1980 Note: where procurement exercise is paper-based, the Opening Notice and Tender envelope should be destroyed 1 year from start of contract. | |
| PROC 1.04 | Tender Evaluation (Ordinary contracts) | Destroy 6 years from expiration of terms of contract | Evaluation criteria. | The Limitation Act 1980 s.5 | |
| PROC 1.05 | Tender Evaluation (Contracts under Seal) | Destroy 12 years from expiration of terms of contract | Evaluation criteria. | The Limitation Act 1980 s.8(02) | |
| PROC 1.06 | Successful Tender Documents (Ordinary Contracts) | Destroy 6 years from expiration of terms of contract | Tender / Quotation Returns | The Limitation Act 1980 s.5 | |
| PROC 1.07 | Successful Tender Documents (Contracts under Seal) | Destroy 12 years from expiration of terms of contract | Tender / Quotation Returns | The Limitation Act 1980 s.8(02) | |

| Ref. No. | Functional Description | Retention Period | Examples | Further Information | Storage Location |
|-----------|-------------------------------|---------------------------------------|----------------------------|-------------------------|------------------|
| PROC 1.08 | Unsuccessful Tender Documents | Destroy 1 year from award of contract | Tender / Quotation Returns | The Limitation Act 1980 | |

Contract files

| Ref. No. | Functional Description | Retention Period | Examples | Further Information | Storage Location |
|-----------|---|--|---|---------------------------------|------------------|
| PROC 2.01 | Post Tender Negotiations | Destroy 1 year from expiration of terms of contract | Clarification of Contract, Post tender negotiation minutes. | The Limitation Act 1980 | |
| PROC 2.02 | Awarding of contract (Ordinary Contracts) | Destroy 6 years from expiration of terms of contract | Signed Contract. | The Limitation Act 1980 s.5 | |
| PROC 2.03 | Awarding of contract (Contracts under Seal) | Destroy 12 years from expiration of terms of contract | Signed Contract. | The Limitation Act 1980 s.8(02) | |
| PROC 2.04 | Contract Management | Destroy 2 years from expiration of terms of contract (or is not let) | Service Level Agreements, Compliance Records, Performance Reports. | The Limitation Act 1980 | |
| PROC 2.05 | Management and amendment of contract (Ordinary Contracts) | Destroy 6 years from expiration of terms of contract | Minutes and papers of meetings, Changes to requirements, Variation Forms, Extensions of Contract, Payment Disputes. | The Limitation Act 1980 s.5 | |

| Ref. No. | Functional Description | Retention Period | Examples | Further Information | Storage Location |
|-----------|---|---|---|---------------------------------|------------------|
| PROC 2.06 | Management and amendment of contract (Contracts under Seal) | Destroy 12 years from expiration of terms of contract | Minutes and papers of meetings, Changes to requirements, Variation Forms, Extensions of Contract, Payment Disputes. | The Limitation Act 1980 s.8(02) | |