

Surrey County Council Information Management Retention Schedule

Ref No	Description	Legal Basis	Retention	Action at End of Retention	Contains Personal Information	Protectively Marked?	Notes/ Access
IMT1.0	Access to Information	-	-	-	-	-	-
IMT1.0.1	All records/documents relating to advice given about Information Governance	None	Date of last correspondence + 3 years then review. 3 year rolling cycle	Secure Disposal	Yes	Not Protectively Marked	Not Applicable
IMT2.0	Access to Information - Data Protection	-	-	-	-	-	Not Applicable
IMT2.0.1	ID for data subject rights	None	Date of ID received + 6 months	Secure Disposal	Yes	Not Protectively Marked	Not Applicable
IMT2.0.2	Data subject access requests - principal copy whether held by individual Information Governance teams or Corporate Information Governance, including complaints to ICO	None	Date request complied with + 3 years then review. 3 year rolling cycle. No blanket destruction	Secure Disposal	Yes	Not Protectively Marked	Review is important and must be done by appropriate Information Governance team.
IMT2.0.3	Data Protection Policies	None	Current versions plus one final version of all previous final versions to be held as a record of former practice	Secure Disposal + permanent for final version	No	Not Protectively Marked	Good practice - delete drafts once final version approved
IMT2.0.4	Data Protection Procedures, Data Protection Impact Assessments, Privacy Notices, Data Flow spread sheets	None	Date of publication + 3 years then review. 3 year rolling cycle. No blanket destruction	Secure Disposal	No	Not Protectively Marked	Not Applicable
IMT2.0.5	All records/documents relating to advice given about Information Governance	None	Date complied with + 3 years then review	Secure Disposal	Yes	Not Protectively Marked	Not Applicable
IMT3.0	Access to Information - EIR and FOI	-	-	-	-	-	-
IMT3.0.1	All records/documents relating to responses to Environmental Information Regulations and Freedom of Information requests	None	Date request complied with + 3 years then review. 3 year rolling cycle. No blanket destruction	Secure Disposal	Yes	Not Protectively Marked	Not Applicable
IMT3.0.2	Publication Scheme	None	This is intended to be a dynamic document and each version will replace the next	Secure Disposal	No	Not Protectively Marked	Not Applicable
IMT3.0.3	Freedom of Information Policies	None	Until superseded then one final version copy to be held as a record of former practice	Secure Disposal	No	Not Protectively Marked	Not Applicable
IMT3.0.4	Freedom of Information procedures	None	Date of publication + 3 years then review. 3 year rolling cycle. No blanket destruction	Secure Disposal	No	Not Protectively Marked	Not Applicable

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IMT3.0.5	All records/documents relating to internal reviews and ICO complaints to Environmental Information Regulations and Freedom of Information requests	None	Date of publication + 3 years then review. 3 year rolling cycle. No blanket destruction	Secure Disposal	Yes	Not Protectively Marked	Not Applicable
IMT3.0.6	All records relating to the management of the re-use of public sector information	None	Date licence expires + 6 years	Secure Disposal	No	Not Protectively Marked	Not Applicable
IMT4.0	Records Management - Retention and Disposal	-	-	-	-	-	-
IMT4.0.1	All records relating to the development of the Corporate Retention Schedule	None	Date of publication + 3 years then review. 3 year rolling cycle. No blanket destruction	Secure Disposal	No	Not Protectively Marked	Not Applicable
IMT4.0.2	Destruction certificates issued by secure disposal firms	Limitation Act 1980 (Section 2)	Date of certificate + 6 years	Secure Disposal	No	Not Protectively Marked	Not Applicable
IMT5.0	Information Governance	-	-	-	-	-	-
IMT5.0.1	All records relating to the responses to information security breaches	None	Date of publication + 3 years then review. 3 year rolling cycle. No blanket destruction	Secure Disposal	Yes	Not Protectively Marked	Not Applicable
IMT5.0.2	Information Governance Risk Board records	None	Current year + 6 years	Secure Disposal	No	Not Protectively Marked	Not Applicable
IMT6.0	Individual Unit Record Keeping Systems	-	-	-	-	-	-
IMT6.0.1	Off-site storage management contract	None	Life of contract + 3 years	Secure Disposal	Yes	Not Protectively Marked	Not Applicable
IMT6.0.2	Off-site storage management e.g. management reports	None	Current year plus 3 years	Secure Disposal	Yes	Not Protectively Marked	Not Applicable
IMT7.0	Records Management - Information Surveys	-	-	-	-	-	-
IMT7.0.1	Information Audits (Information Asset Surveys)	None	Date of audit report + 3 years then review	Secure Disposal	No	Not Protectively Marked	Not Applicable
IMT7.0.2	Information Asset Register	None	This is intended to be a dynamic document and each version will replace the next	Secure Disposal	No	Not Protectively Marked	Not Applicable