

Business area	Subject area	Description	Retention Period	Citation	SUGGESTED CLASSIFICATION - SINGLE	SUGGESTED CLASSIFICATION - AGGREGATED DATA
Accreditations	Complaints	Complaints: from the member and response	Current + 3 years	N/A	OFFICIAL	OFFICIAL SENSITIVE
Accreditations	Entity accreditations	Assessment review card	Current + 3 years	N/A	OFFICIAL	OFFICIAL SENSITIVE
Accreditations	Entity accreditations	Completed initial / re-accreditation application form and supporting documentation, e.g. insurance claims, AR1 reports	Current +3 years	N/A	OFFICIAL	OFFICIAL SENSITIVE
Accreditations	Entity accreditations	DBS check	Current + 6 months	DBS recommendation	OFFICIAL SENSITIVE	OFFICIAL SENSITIVE
Accreditations	Entity accreditations	Lexcel – assessment report / non-compliance report	Current + 3 years	N/A	OFFICIAL	OFFICIAL SENSITIVE
Accreditations	Entity accreditations	Tier 5 – contract and application form, individuals' application data (CoS, copy of ID, working visa, remain to leave documentation)	Current (or when a compliance officer has inspected them) + 3 years	Home Office requirement	OFFICIAL SENSITIVE	OFFICIAL SENSITIVE
Accreditations	Governance	Appeals panel decisions	6 years	N/A	OFFICIAL	OFFICIAL SENSITIVE
Accreditations	Governance	Membership, Management Board papers	7 years	N/A	OFFICIAL	OFFICIAL SENSITIVE
Accreditations	Governance	Technical panel meeting minutes (entity accreditations, LGD)	6 years	N/A	OFFICIAL	OFFICIAL SENSITIVE
Accreditations	Individual accreditations / Local Government Diploma	Assessment documentation, e.g. marking sheets (interview or case study), assessor comments, multiple choice test, exam outcome	Current + 3 years	N/A	OFFICIAL	OFFICIAL SENSITIVE
Accreditations	Individual accreditations / Local Government Diploma	Completed initial / re-accreditation application form and supporting documentation, e.g. case reports	Current + 3 years	N/A	OFFICIAL	OFFICIAL SENSITIVE
Accreditations	Individual accreditations / Local Government Diploma	DBS checks	Current + 6 months	DBS recommendation	OFFICIAL SENSITIVE	OFFICIAL SENSITIVE
Accreditations	Individual accreditations / Local Government Diploma	Regulatory check result	Current + 3 years	N/A	OFFICIAL	OFFICIAL SENSITIVE
Accreditations	Individual accreditations / Local Government Diploma	Supporting documentation for accreditation, e.g. external qualification, mandatory course certificate	Current + 3 years	N/A	OFFICIAL	OFFICIAL SENSITIVE
Business continuity	Business continuity plans	Records documenting the formulation, testing and maintenance of business continuity/disaster strategy, policy, procedures and response and recovery plans.	Superseded + 3 years	N/A	OFFICIAL	OFFICIAL SENSITIVE
Business Improvement & CRM	Correspondence	Emails received by the BI&CRM team – external contacts	6 years	N/A	OFFICIAL	OFFICIAL
Business Improvement & CRM	Correspondence	Emails received by the BI&CRM team – internal contacts	6 years	N/A	OFFICIAL	OFFICIAL
Business Improvement & CRM	Policies, processes, procedures, models and maps	CRM account records (e.g. new starter account requests)	6 years	N/A	OFFICIAL SENSITIVE	OFFICIAL SENSITIVE
Business Improvement & CRM	Policies, processes, procedures, models and maps	CRM data model, map, taxonomy, configuration, incident, feed and maintenance records	Superceeded + 3 years	N/A	OFFICIAL SENSITIVE	OFFICIAL SENSITIVE
Business Improvement & CRM	Policies, processes, procedures, models and maps	CRM project records (e.g. implantations, quality checks)	6 years	N/A	OFFICIAL	OFFICIAL
Business Improvement & CRM	Policies, processes, procedures, models and maps	Training materials	6 years	N/A	OFFICIAL	OFFICIAL
Chief Executive Office	Briefing papers	Briefings prepared for the OHs and CEO for an event or meeting to ensure they are able to represent the Society effectively at all external stakeholder meetings and events.	4 years	N/A	OFFICIAL	OFFICIAL
Chief Executive Office	Correspondence	All letters received in the Executive Office	7 years	N/A	OFFICIAL	OFFICIAL SENSITIVE
Chief Executive Office	SMT	SMT action lists, minutes and papers	4 years	N/A	OFFICIAL	OFFICIAL
Chief Executive Office	Speeches	Speeches prepared for the OHs and CEO for an event or meeting to ensure they are able to represent the Society effectively at all external stakeholder meetings and events.	4 years	N/A	OFFICIAL	OFFICIAL
Commercial investments	Potential investments	All documentation produced as part of the due diligence process pre-investment	18 months from decision to not invest	N/A	OFFICIAL	OFFICIAL SENSITIVE
Commercial investments	Legal Practice Technologies (Veyo)	All documentation produced as part of the due diligence process pre-investment	3 years	N/A	OFFICIAL	OFFICIAL SENSITIVE
Commercial investments	Legal Practice Technologies (Veyo)	All documentation relating to the closure of LPT	Closure plus 3 years	N/A	OFFICIAL	OFFICIAL SENSITIVE
Commercial investments	Legal Practice Technologies (Veyo)	All documentation to create company e.g. articles of association, shareholders agreement, approved representatives and licences	7 years following strike off from Companies House	N/A	OFFICIAL	OFFICIAL SENSITIVE
Commercial investments	Legal Practice Technologies (Veyo)	Board Meeting pack and minutes	7 years following strike off from Companies House	N/A	OFFICIAL	OFFICIAL SENSITIVE
Commercial investments	Legal Practice Technologies (Veyo)	Monthly Management Information reports including P&L and Balance Sheet	7 years following strike off from Companies House	N/A	OFFICIAL	OFFICIAL SENSITIVE
Commercial investments	Riliance & Chancery Pii	Board Meeting pack and minutes	To be reviewed at point of divestment plus 7 years	N/A	OFFICIAL	OFFICIAL SENSITIVE
Commercial investments	Riliance & Chancery Pii	Documentation produced as part of the due diligence process pre-investment	To be reviewed at point of divestment plus 7 years	N/A	OFFICIAL	OFFICIAL SENSITIVE
Commercial investments	Riliance & Chancery Pii	Documentation to create company e.g. articles of association, shareholders agreement and licences	To be reviewed at point of divestment plus 7 years	N/A	OFFICIAL	OFFICIAL SENSITIVE

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Commercial investments	Rliance & Chancery Pii	Monthly Management Information reports including P&L and Balance Sheet	To be reviewed at point of divestment plus 7 years	N/A	OFFICIAL	OFFICIAL SENSITIVE
Data protection	Complaints	Records relating to the issue of determination(s) of complaints relating to the Data Protection Act 1998 by the ICO	Issue of determination + 6 years	1980 c.58	OFFICIAL	OFFICIAL SENSITIVE
Data protection	Data controller notification	Records documenting the organisation's notification of data controller details to the Office of the Information Commissioner.	Expiry of notification + 6 years	1980 c.58	OFFICIAL	OFFICIAL SENSITIVE
Data protection	Statistics	Records containing statistics, analyses and reports of requests under the Data Protection Act 1998	Current year + 6 years	N/A	OFFICIAL	OFFICIAL SENSITIVE
Data protection	Subject access requests	Records documenting the handling of requests for access to personal information held by the organisation under the Data Protection Act 1998.	Last action on request + 10 years	1980 c.58	OFFICIAL	OFFICIAL SENSITIVE
Data protection	E-mail archive	Electronic e-mail archive (non-structured)	7 years	N/A	DEPENDENT ON CONTENT	OFFICIAL SENSITIVE
Delivery & Performance	Meeting papers	SIF meeting papers	Review every 3 years		OFFICIAL	OFFICIAL SENSITIVE
Digital and Brand	Production information	Digital production project information – briefs, requirements, designs, etc	3 years	N/A	OFFICIAL	OFFICIAL
Digital and Brand	Training	Training and user guides for software and systems (eg content management system guidance)	Review every 2 years	N/A	OFFICIAL	OFFICIAL
Digital and Brand	Web and editorial	Web and editorial brand and style guidelines, policies and standards	Review every 2 years	N/A	OFFICIAL	OFFICIAL
Events	Client sign in sheets	Event Sign-in sheets	6 years	SRA	OFFICIAL	OFFICIAL
Facilities and health and safety	Asbestos	Any record documenting, recording or relating to the monitoring of the condition of asbestos in premises and staff, including medical notes/certificates..	Date of monitoring + 40 years	Control of Asbestos Regulations 2012, S. I. 2012/632	OFFICIAL SENSITIVE	OFFICIAL SENSITIVE
Facilities and health and safety	Equipment & Consumables Inspection & Testing	Records documenting the inspection and testing of equipment/consumables.	Completion of subsequent inspection record + 6 years	S.I. 1998 / 2306	OFFICIAL	OFFICIAL
Facilities and health and safety	Equipment & Consumables Inspection & Testing	Reports of inspection and 'thorough examination' of lifting equipment, as required by the Regulations cited.	Issue of report + 6 years	S.I. 1998 / 2307	OFFICIAL	OFFICIAL
Facilities and health and safety	Equipment & Consumables Installation / Commissioning	Records documenting the installation of equipment	Decommissioning / removal + 12 years	1980 c.58 & S.I. 1998 / 2306	OFFICIAL	OFFICIAL
Facilities and health and safety	Hazardous Substance Exposure Control	Completed Display Screen Equipment Assessment Forms	Date of assessment + 10 years	Health & Safety (Display Screen Equipment) Regulations 1992, S.I. 1992/2792	OFFICIAL	OFFICIAL SENSITIVE
Facilities and health and safety	Hazardous Substance Exposure Control	Records documenting (including surveillance of) hazardous substances present / in use.	Updated + 40 years	Control of Substances Hazardous to Health Regulations 2002. S.I. 2002/2677	OFFICIAL	OFFICIAL
Facilities and health and safety	Hazardous Substance Exposure Control	Records documenting the conduct and results of monitoring of exposure of employees to substances hazardous to health: exposure of identifiable individual employees.	Date of monitoring + 40 years	Control of Substances Hazardous to Health Regulations 2002. S.I. 2002/2677	OFFICIAL	OFFICIAL
Facilities and health and safety	Health & safety	Records containing reports of performance against the plans for the implementation of the organisation's health and safety management strategy including audits.	Current year + 10 years	Health & Safety at Work Act 1974	OFFICIAL	OFFICIAL
Facilities and health and safety	Health & safety	Records documenting the development and establishment of the organisation's health and safety management strategy, policies and procedures.	Superseded + 50 years	Health & Safety at Work Act 1974	OFFICIAL	OFFICIAL
Facilities and health and safety	Health & Safety Incident Reporting & Investigation	Entries in accident book relating to accidents, outbreaks of notifiable diseases and dangerous occurrences on the organisation's premises resulting in potential injuries	Closure of investigation + 40 years	Social Security (Claims & Payments) Regulations 1979, S. I. 1979/628; Social Security (Claims & Payments)	OFFICIAL SENSITIVE	OFFICIAL SENSITIVE
Facilities and health and safety	Insurance Policy Management	Records documenting claims made under insurance policies.	Settlement of claim + 6 years OR Withdrawal of claim + 6 years	1980 c.58	OFFICIAL SENSITIVE	OFFICIAL SENSITIVE
Facilities and health and safety	Insurance Policy Management	Records documenting the arrangement and renewal of insurance policies to meet defined requirements and legal obligations e.g. employers' liability insurance.	Commencement of policy + 40 years OR Renewal of policy + 40 years	1969 c.57 & S.I. 1998 / 2573	OFFICIAL	OFFICIAL
Facilities and health and safety	Insurance Policy Management	Records documenting the arrangement and renewal of insurance policies to meet defined requirements and legal obligations: all other insurance.	Expiry of policy + 6 years	1980 c.58	OFFICIAL	OFFICIAL
Facilities and health and safety	Property Acquisition	Records documenting negotiations for properties where the property was not acquired.	Closure of negotiations + 6 years	1980 c.58	OFFICIAL	OFFICIAL
Facilities and health and safety	Property Acquisition	Records documenting the acquisition of use of properties by lease or rental.	Disposal of property + 12 years	1980 c.58	OFFICIAL	OFFICIAL
Facilities and health and safety	Property Development	Records documenting the development of properties.	Ownership of property + 12 years	N/A	OFFICIAL	OFFICIAL
Facilities and health and safety	Property leasing	Records documenting leasing-out arrangements for properties.	Termination of lease + 12 years	1980 c.58	OFFICIAL	OFFICIAL
Facilities and health and safety	Propoerty disposal	Records documenting the disposal of properties.	Disposal of property + 12 years	1980 c.58	OFFICIAL	OFFICIAL
Finance	Asset management	Records documenting decisions (and authorisations) to dispose of capital assets.	Current financial year (of disposal) + 6 years	1970 c.9, 1980 c.58	OFFICIAL	OFFICIAL
Finance	Asset management	Records documenting the value of the organisation's capital assets.	Current financial year + 6 years	1970 c.9	OFFICIAL	OFFICIAL
Finance	Budgets	Records documenting the monitoring of income and expenditure against annual operating budgets, and action taken to deal with variances.	Current financial year + 6 years	N/A	OFFICIAL	OFFICIAL
Finance	Cash management	Records documenting standing orders, direct debits etc.	Life of instruction + 6 years	1980 c.58	OFFICIAL	OFFICIAL SENSITIVE
Finance	Cash management	Records documenting the opening, closure and routine administration of bank accounts, including deposits / withdrawals / transfers.	Closure of account + 6 years	1980 c.58	OFFICIAL	OFFICIAL SENSITIVE
Finance	Financial accounting	Records documenting the handling of petty cash.	Current financial year + 6 years	1980 c.58, 1994 c.23, HMCE 700/21	OFFICIAL	OFFICIAL

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Finance	Financial accounting	Records documenting the issue of sales invoices and the processing of incoming payments.	Current financial year + 6 years	1970 c.9, 1980 c.58, 1994 c.23, HMCE 700/21	OFFICIAL	OFFICIAL
Finance	Financial accounting	Records documenting the payment and/or reimbursement of employees' expenses and/or honoraria (and expenses to other parties).	Current financial year + 6 years	1970 c.9, 1980 c.58,	OFFICIAL	OFFICIAL SENSITIVE
Finance	Financial accounting	Records documenting the preparation of annual accounts	Current financial year + 6 years	1970 c.9	OFFICIAL	OFFICIAL
Finance	Internal accounting	Records documenting the processing of internal accounting transactions between operating units (i.e. cross-charges).	Current financial year + 6 years	N/A	OFFICIAL	OFFICIAL
Finance	Investment management	Records documenting the overall management of the organisation's financial investment portfolio.	Divestment + 6 years	1980 c.58	OFFICIAL	OFFICIAL SENSITIVE
Finance	Investment management	Records documenting the purchase / sale of investments.	Current financial year (of transaction) + 6 years	1970 c.9	OFFICIAL	OFFICIAL
Finance	Payroll	Records documenting calculation and payment of payroll payments to employees.	Current tax year + 6 years	1970 c.9, 1980 c.58, 1994 c.23, HMCE 700/21, S.I. 1993 / 744, S.I. 1986 / 1960	OFFICIAL SENSITIVE	OFFICIAL SENSITIVE
Finance	Payroll	Records documenting employees' authorisation for non-statutory payroll deductions.	Current tax year + 6 years	1980 c.58	OFFICIAL SENSITIVE	OFFICIAL SENSITIVE
Finance	Payroll	Records documenting the operation of the Statutory Maternity Pay scheme.	Current tax year + 6 years	S.I. 1986 / 1960	OFFICIAL SENSITIVE	OFFICIAL SENSITIVE
Finance	Payroll	Records documenting the operation of the Statutory Sick Pay scheme	Current tax year + 6 years	S.I. 1982 / 894	OFFICIAL SENSITIVE	OFFICIAL SENSITIVE
Finance	Pension	Records documenting any payments (e.g. employee and employer) to pension schemes for its employees.	Termination of employment + 75 years	1980 c.58	OFFICIAL SENSITIVE	OFFICIAL SENSITIVE
Finance	Policy & procedures	Records documenting the development and establishment of the organisation's finance management policies, procedures and controls.	Superseded + 6 years	N/A	OFFICIAL	OFFICIAL SENSITIVE
Finance	Purchasing administration	Goods Received Notes / Goods Inwards Notes	Current financial year + 6 years	1982 c.58, HMCE 700/21	OFFICIAL	OFFICIAL SENSITIVE
Finance	Purchasing administration	Purchase Orders	Current financial year + 6 years	1980 c.58, HMCE 700/21	OFFICIAL	OFFICIAL SENSITIVE
Finance	Purchasing administration	Records documenting internal authorisation for procurement.	Current financial year + 6 years		OFFICIAL	OFFICIAL SENSITIVE
Finance	Purchasing administration	Records documenting purchasing authorisation limits.	Superseded + 6 years		OFFICIAL	OFFICIAL SENSITIVE
Finance	Strategy & financial performance	Records and reports (including audits) containing data on, and analyses of, performance against the plans for the implementation of the organisation's finance strategy.	Current financial year + 6 years	1980 c.58	OFFICIAL	OFFICIAL
Finance	Strategy & financial performance	Records documenting the development and establishment of the organisation's finance strategy.	Superseded + 6 years	N/A	OFFICIAL	OFFICIAL
Finance	Tax returns	Records documenting the preparation and filing of the organisation's tax returns.	Current tax year + 6 years	1970 c.9	OFFICIAL SENSITIVE	OFFICIAL SENSITIVE
Freedom of Information	Complaints	Records relating to the issue of determination(s) of complaints relating to the Freedom of Information Code	Issue of determination + 6 years	1980 c.58	OFFICIAL	OFFICIAL
Freedom of Information	FOIA Code	Amendments to the voluntary Code	Superceeded + 6 years	N/A	OFFICIAL	OFFICIAL
Freedom of Information	Information requests	Records documenting the development and maintenance of the organisation's Freedom of Information Code.	Superseded + 6 years	N/A	OFFICIAL	OFFICIAL
Freedom of Information	Information requests	Records documenting the handling of requests for access to information held by the organisation under the Freedom of Information Code.	Last action on request + 6 years	N/A	OFFICIAL	OFFICIAL
Freedom of Information	Statistics	Records containing statistics, analyses and reports of requests under the Freedom of Information Code.	Current year + 6 years	N/A	OFFICIAL	OFFICIAL
Gazette	Internal papers	TLS Council papers to Editor	One month	Confidentiality requirement	OFFICIAL SENSITIVE	OFFICIAL SENSITIVE
Gazette	Notebooks	Reporters Notebooks: kept for three years as standard in case of legal action (libel and defamation)	3 years	N/A	OFFICIAL SENSITIVE	OFFICIAL SENSITIVE
Governance Team	Audio Recordings of Council, AGM, Board and Committee meetings	All audio recordings of meetings	2 years after the relevant meeting minutes have been approved	N/A	OFFICIAL	OFFICIAL SENSITIVE
Governance Team	Contact details for Council and Board Members	All members contact details are kept for the duration of their Term on Council, Board, Committee.	Term + 3 years	N/A	OFFICIAL	OFFICIAL SENSITIVE
Governance Team	Council, AGM, Board & Committee Agendas and papers	A collation of the appropriate papers for meetings of the Council, board and committee members	10 years	N/A	OFFICIAL	OFFICIAL SENSITIVE
Governance Team	Members' Application Forms	Records relating to the processing of member application forms	7 years	N/A	OFFICIAL SENSITIVE	OFFICIAL SENSITIVE
HR	Recruitment - DBS checks	Criminal Record check for HR purposes	6 months after creation	DBS requirement	OFFICIAL SENSITIVE	OFFICIAL SENSITIVE
HR	Recruitment - Eligibility to work documentation	Passport, visa, birth certificate etc	2 years after termination	N/A	OFFICIAL SENSITIVE	OFFICIAL SENSITIVE

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HR	Recruitment records - Diversity & Inclusion data (anonymised)	Sensitive data (ethnicity, religion etc.)	18 months after application	N/A	OFFICIAL SENSITIVE	OFFICIAL SENSITIVE
HR	Recruitment records (direct employment vacancies)	Records for unsuccessful external candidates. Personal data (name, address, email address, CV) and sensitive data (D&I) which treated separately to the application itself.	18 months after application	N/A	OFFICIAL SENSITIVE	OFFICIAL SENSITIVE
HR	Recruitment records - Indirect employment vacancies (contractors and agency temps) <i>Successful applicants</i>	Personal data e.g. name, address, DOB etc and Employment History (including absence data, pay, hours, etc).	8 months after assignment completed	N/A	OFFICIAL SENSITIVE	OFFICIAL SENSITIVE
HR	Recruitment records - Indirect employment vacancies (contractors and agency temps) <i>Unsuccessful applicants</i>	Personal data e.g. name, address, DOB etc and Employment History (including absence data, pay, hours, etc).	Maximum of 6 months following unsuccessful application	N/A	OFFICIAL SENSITIVE	OFFICIAL SENSITIVE
Internal Audit	Audit work	Records documenting the conduct and results of audits, and action taken to address issues raised.	Completion of audit + 6 years	N/A	OFFICIAL SENSITIVE	OFFICIAL SENSITIVE
Internal Audit	Policy and procedures	Records documenting the development, establishment and performance of the organisation's audit strategy, policies and procedures.	Superseded + 3 years	N/A	OFFICIAL SENSITIVE	OFFICIAL SENSITIVE
IT	Operations management	Records documenting faults reported by users of ICT systems, and action taken to investigate and resolve the problem.	Last action on fault + 1 year	N/A	OFFICIAL	OFFICIAL SENSITIVE
IT	Operations management	Records documenting the maintenance of appropriate software licences for live ICT systems.	Issue of new licence + 3 years	N/A	OFFICIAL	OFFICIAL SENSITIVE
IT	Operations management	Records documenting the management of system data storage, including the operation of routine data backup, archiving and deletion routines.	Current year + 3 years	N/A	OFFICIAL	OFFICIAL SENSITIVE
IT	Operations management	Records documenting user requests to recover data from backup or archive stores, and action taken.	Last action on request + 3 years	N/A	OFFICIAL	OFFICIAL SENSITIVE
IT	Security management	Records documenting arrangements for the sanitisation of organisational ICT equipment prior to disposal.	Disposal of equipment + 3 years	N/A	OFFICIAL SENSITIVE	OFFICIAL SENSITIVE
IT	Security management	Records documenting attempted or actual security breaches of the organisation's ICT systems, and action taken.	Last action on incident + 3 years	N/A	OFFICIAL SENSITIVE	OFFICIAL SENSITIVE
IT	Security management	Records documenting routine monitoring of the use of ICT systems to ensure compliance with legal requirements and organisational policies.	Current year + 1 year	N/A	OFFICIAL SENSITIVE	OFFICIAL SENSITIVE
IT	Security management	Records documenting systems penetration tests and remedial activity by ICT or third party suppliers	Date of test + 6 years	N/A	OFFICIAL SENSITIVE	OFFICIAL SENSITIVE
IT	Security management	Records documenting the opening, maintenance and closure of user accounts for ICT systems.	Closure of account + 1 year	N/A	OFFICIAL SENSITIVE	OFFICIAL SENSITIVE
IT	Security management	Records documenting the removal / return of mobile ICT systems hardware and software from / to the organisation's premises.	Return of equipment + 1 year	N/A	OFFICIAL SENSITIVE	OFFICIAL SENSITIVE
IT	Security management	Records documenting the security arrangements for ICT systems (including SaaS).	Decommissioning of system + 6 years	N/A	OFFICIAL SENSITIVE	OFFICIAL SENSITIVE
IT	Security management	Requests for, and authorisation of, connections of third party equipment to the organisation's networks, either on organisational premises or via dial-up communications links.	Termination of	N/A	OFFICIAL SENSITIVE	OFFICIAL SENSITIVE
IT	Strategy & performance	Records containing data on, and analyses of, performance against the plans for the implementation of the organisation's ICT systems strategy.	Current year + 3 years	N/A	OFFICIAL SENSITIVE	OFFICIAL SENSITIVE
IT	System management, policies and controls	Records documenting the development and establishment of the organisation's ICT systems management policies, procedures and internal controls, including information security.	Superseded + 3 years	N/A	OFFICIAL SENSITIVE	OFFICIAL SENSITIVE
IT	Systems development	Records documenting the initial development and post-implementation modification and maintenance of ICT systems.	Decommissioning of system + 6 years	N/A	OFFICIAL SENSITIVE	OFFICIAL SENSITIVE
IT	Systems development	Records documenting the initial development of ICT systems which are not implemented.	Last action on development + 6 years	N/A	OFFICIAL	OFFICIAL
IT	User support	Records documenting the development of technical and application training for ICT system users.	Superseded + 1 year	N/A	OFFICIAL	OFFICIAL
IT	User support	Records documenting user requests for technical and application support, and assistance provided.	Last action on request + 1 year	N/A	OFFICIAL	OFFICIAL
Legal and Regulatory Policy	Consultations	Consultation Responses on Policy, Regulatory processes and procedures and Complaints	7 years from date published	N/A	OFFICIAL	OFFICIAL
Legal and Regulatory Policy	Practice notes	Practice notes - guidance notes for Members published on the Web	20 years	N/A	PUBLIC	PUBLIC
Legal and Regulatory Policy	Working groups	Informal minutes, notes & papers	7 years	N/A	OFFICIAL	OFFICIAL
Legal services	Client management	Client files	Six years from closure	N/A	OFFICIAL SENSITIVE	OFFICIAL SENSITIVE
Legal services	Contracts & licence agreements	Contracts & licence agreements	Twelve years from closure	N/A	OFFICIAL SENSITIVE	OFFICIAL SENSITIVE

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Legal services	Deeds	Deeds	Indefinite	N/A	OFFICIAL SENSITIVE	OFFICIAL SENSITIVE
Legal services	General	Knowhow	Indefinite	N/A	OFFICIAL	OFFICIAL
Legal services	Office management	Office files	Six years from closure	N/A	OFFICIAL SENSITIVE	OFFICIAL SENSITIVE
Library	Acquisitions	Supplier invoices, statement of accounts, book orders and cancellations etc	3 years - review	N/A	OFFICIAL	OFFICIAL
Library	Correspondence	Comments praise and complaints	3 years	N/A	OFFICIAL	OFFICIAL
Library	Enquiries	FOI requests	3 years	N/A	PUBLIC	PUBLIC
Library	Enquiries	Library enquiries	Latest 2 years	N/A	OFFICIAL	OFFICIAL
Library	Enquiries	Manual enquiry stats forms	Rolling 2 years	N/A	OFFICIAL	OFFICIAL
Library	Enquiries	Passwords to subscription services	Current version only	N/A	OFFICIAL SENSITIVE	OFFICIAL SENSITIVE
Library	Enquiries	Research & call back forms & non-member library pass application forms	Last 12 months of completed and cancelled requests.	N/A	OFFICIAL	OFFICIAL SENSITIVE
Library	Lawdocs	All other document supply application forms	12 months (completed orders) or 6 months (cancelled orders)	N/A	OFFICIAL	OFFICIAL
Library	Lawdocs	Document supply orders information	Current year + 6 years	1980 c.58	OFFICIAL	OFFICIAL
Library	Lawdocs	Equipment leasing arrangements	Current version	N/A	OFFICIAL	OFFICIAL
Library	Lawdocs	List of copyright licence fees paid to CLA	3 years.	N/A	OFFICIAL	OFFICIAL
Library	Lawdocs	List of prices and items excluded from CLA licence	Current year + 6 years	1980 c.58	OFFICIAL	OFFICIAL
Library	Lawdocs	Non-commercial document supply application forms, including declaration under Copyright, Designs and Patents Act 1988	Current year + 6 years	1980 c.58	OFFICIAL	OFFICIAL
Library	Lawdocs	Scanned pdf files - including set up for LL, test order, sent document and order	Rolling 3 months	N/A	OFFICIAL	OFFICIAL
Library	Library collection	Law Society e-newsletters	Permanent	N/A	PUBLIC	PUBLIC
Library	Library operation	Library operation - Binding details; record of items sent	Current year + 1	N/A	OFFICIAL	OFFICIAL
Library	Library operation	Library operation - Business continuity (Emergency Plan)	Current year only + 2	N/A	OFFICIAL	OFFICIAL
Library	Library operation	Library operation - Deepstore new batch information	Current year + 2	N/A	OFFICIAL	OFFICIAL
Library	Library operation	Library operation - Deepstore stock retrieval information	Current year + 2	N/A	OFFICIAL	OFFICIAL
Library	Library operation	Library operation - enquiry stats	5 years	N/A	OFFICIAL	OFFICIAL
Library	Library operation	Library operation - Inhouse conservation work	Current year + 1	N/A	OFFICIAL	OFFICIAL
Library	Library operation	Library operation - Insurance valuation	Permanent	N/A	OFFICIAL	OFFICIAL
Library	Library operation	Library operation - Maintenance agreements for equipment	Current year only	N/A	OFFICIAL	OFFICIAL
Library	Library operation	Library operation - Minutes of staff meeting	Current year + 1	N/A	OFFICIAL	OFFICIAL
Library	Library operation	Library operation - policy and procedure manual	Current version	N/A	OFFICIAL	OFFICIAL
Library	Licences	Systems - licences	Superseded or cancellation + 1 year	N/A	OFFICIAL	OFFICIAL
Marketing	Evaluation information	Reports and stats collated during and after marketing campaigns. Used to report on performance and to inform future plans and activities.	6 years	N/A	OFFICIAL	OFFICIAL
Marketing	Marketing artwork	Artwork for leaflets, point of sale, adverts and other graphics produced for marketing. Typically PDF, Gif, Jpg, EPS files but other file formats also used.	6 years	N/A	OFFICIAL	OFFICIAL
Marketing	Marketing lists	Excel spreadsheets of contacts' details used to send them marketing	1 year	N/A	OFFICIAL	OFFICIAL SENSITIVE
Marketing	Marketing plans	Documents describing the marketing approach and activities for specific products or projects	6 years	N/A	OFFICIAL	OFFICIAL
Marketing	Order forms	Copies of order forms passed on to other teams for processing. Sometimes passed on to external suppliers to fulfil.	2 weeks	N/A	OFFICIAL	OFFICIAL
Membership Services Admin	Arbitrator appointments	Electronic records of applications and correspondence regarding appointments of arbitrators by the President	3 years from appointment	N/A	OFFICIAL SENSITIVE	OFFICIAL SENSITIVE

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Membership Services Admin	Arbitrator appointments	Hard copy records of applications and correspondence regarding appointments of arbitrators by the President	12 months from appointment	N/A	OFFICIAL SENSITIVE	OFFICIAL SENSITIVE
Membership Services Admin	Joint Tribunal Case Files	Electronic records of Joint Tribunal applications, correspondence and decisions	3 years from decision or last contact	N/A	OFFICIAL SENSITIVE	OFFICIAL SENSITIVE
Membership Services Admin	Joint Tribunal Case Files	Hard copy records of Joint Tribunal applications, correspondence and decisions	12 months from decision or 2 years from last contact	N/A	OFFICIAL SENSITIVE	OFFICIAL SENSITIVE
Membership Services Admin	Membership card order information	Names and addresses and SRA IDs of customers requesting new membership cards (all electronic)	3 years from date of order	N/A	OFFICIAL	OFFICIAL SENSITIVE
Membership Services Admin	Sections member data	Bank details for Direct Debit customers (electronic copies)	Deleted within 1 week of customer cancelling membership	N/A	OFFICIAL SENSITIVE	OFFICIAL SENSITIVE
Membership Services Admin	Sections member data	Electronic members reports prepared for internal use and committee papers. Containing aggregate figures without reference to named individuals or firms	6 years	N/A	OFFICIAL	OFFICIAL
Membership Services Admin	Sections member data	Electronic records of membership statuses past and present held in Abacus system	Review every 6 years	N/A	OFFICIAL	OFFICIAL SENSITIVE
Membership Services Support Centre	Call recordings.	Call recordings.	60 days	N/A	OFFICIAL	OFFICIAL SENSITIVE
Membership Services Support Centre	Department procedures	Records documenting the procedures for the department	Superseded + 3 years	N/A	OFFICIAL	OFFICIAL
Membership Services Support Centre	The Notification of a MPA/ GLO to the PAS team.	The Notification of a MPA/ GLO to the PAS team.	10 years	Civil Procedure rules	OFFICIAL	OFFICIAL
Press and media	Business Communications and Announcements	Briefings	2 years	N/A	OFFICIAL	OFFICIAL
Press and media	Business Communications and Announcements	Crisis Communications	2 years	N/A	OFFICIAL	OFFICIAL
Press and media	Business Communications and Announcements	Messaging	2 years	N/A	OFFICIAL	OFFICIAL
Press and media	Press & Media	Media Plans	2 years	N/A	OFFICIAL	OFFICIAL
Press and media	Press & Media	News Summaries	2 years	N/A	PUBLIC	PUBLIC
Press and media	Press & Media	Press Releases	3 years	N/A	PUBLIC	PUBLIC
Press and media	Public Relations	Letters to Editors	2 years	N/A	OFFICIAL	OFFICIAL
Press and media	Public Relations	Opinion Pieces/Articles'	2 years	N/A	PUBLIC	PUBLIC
Product Management: Communities	Governance and volunteer information	Governance documentation and personal information about volunteer committee members	6 years	N/A	OFFICIAL	OFFICIAL SENSITIVE
Product Management: Communities	Product plans and product information	Documents relating to individual product plans and community strategy documents	6 years	N/A	OFFICIAL	OFFICIAL
Project	Projectmanagement	All project documentation from concept to delivery/closure	Date of project closure + 7 years	N/A	OFFICIAL	OFFICIAL
Public Affairs	Management files	Notes, minutes of meetings held with Ministers and senior stakeholders	10 years	N/A	OFFICIAL SENSITIVE	OFFICIAL SENSITIVE
Record management	TLS record management	Final versions of Records Retention Schedules	Superseded + 3 years	N/A	OFFICIAL	OFFICIAL
Record management	TLS record management	Records documenting authorisation for the disposal of redundant business records.	Life of records + 6 years	1980 c.58	OFFICIAL	OFFICIAL
Record management	TLS record management	Records documenting classification and indexing schemes for records.	Superseded + 3 years	N/A	OFFICIAL	OFFICIAL
Record management	TLS record management	Records documenting the determination of retention periods for records.	Superseded + 6 years	1980 c.58	OFFICIAL	OFFICIAL
Record management	TLS record management	Records documenting the monitoring and control of the storage of records.	Current year + 3 years	N/A	OFFICIAL	OFFICIAL
Record management	TLS record management	Records documenting the movement of records from / to storage.	Return of records + 3 years	N/A	OFFICIAL	OFFICIAL
Recruitment	DBS checks	Criminal Record check for HR purposes	6 months after creation	DBS recommendation	OFFICIAL SENSITIVE	OFFICIAL SENSITIVE
Recruitment	Eligibility to work documentation (scanned copies and photocopies)	Passport, visa, birth certificate etc	2 years after termination	HMRC guidance & Gov.uk advice In line with minimum retention period set out in HMRC guidance on right to work checks: https://www.gov.uk/check-job	OFFICIAL SENSITIVE	OFFICIAL SENSITIVE
Recruitment	D&I data (anonymised)	Sensitive data (ethnicity, religion etc.)	18 months after application	N/A	OFFICIAL SENSITIVE	OFFICIAL SENSITIVE
Recruitment	(direct employment vacancies)	Records for unsuccessful external candidates. Personal data (name, address, email address, CV) and sensitive data (D&I) which treated separately to the application itself.	18 months after application	N/A	OFFICIAL	OFFICIAL SENSITIVE
Recruitment	Indirect employment vacancies (contractors and agency temps) Successful applicants	Personal data e.g. name, address, DOB etc and Employment History (including absence data, pay, hours, etc).	8 months after assignment completed	N/A	OFFICIAL	OFFICIAL SENSITIVE

Business area	Subject area	Description	Retention Period	Citation	SUGGESTED CLASSIFICATION - SINGLE	SUGGESTED CLASSIFICATION - AGGREGATED DATA
Recruitment	Indirect employment vacancies (contractors and agency temps) Unsuccessful applicants	Personal data e.g. name, address, DOB etc and Employment History (including absence data, pay, hours, etc).	Maximum of 6 months following unsuccessful application	N/A	OFFICIAL	OFFICIAL SENSITIVE
Relationship management	Contacts	Contact lists	Reviewed annually	N/A	OFFICIAL	OFFICIAL SENSITIVE
Relationship management	Events	Event packs	6 years	N/A	PUBLIC	PUBLIC
Relationship management	Newsletters	LLS newsletters and intelligence reports	6 years	N/A	PUBLIC	PUBLIC
Relationship management	Projects	Projects e.g. Top 200 project, Law Society 2020 project	6 years	N/A	OFFICIAL SENSITIVE	OFFICIAL SENSITIVE
Research	Anonymised Research Data(sets)	Survey data (in Excel and/or SPSS) and transcripts from interviews. Anonymised	50 years	N/A	OFFICIAL	OFFICIAL
Research	SRA Management Information - Full Extracts	Quarterly deposits of SRA MI data including personal and sensitive data on unidentifiable basis	50 years	N/A	OFFICIAL SENSITIVE	OFFICIAL SENSITIVE
Risk	Policy and procedures	Records documenting the development and establishment of the organisation's risk management policies and procedures.	Superseded + 3 years	N/A	OFFICIAL	OFFICIAL SENSITIVE
Risk	Risk registers	Records documenting identified risks to the organisation and assessments of those risks.	Superseded + 3 years	N/A	OFFICIAL	OFFICIAL SENSITIVE
Risk	Risk strategy & performance	Records containing data on, and analyses of, performance against the plans for the implementation of the organisation's risk management strategy.	Current year + 3 years	N/A	OFFICIAL	OFFICIAL SENSITIVE
Risk	Risk strategy & performance	Records documenting the development and establishment of the organisation's risk management strategy.	Superseded + 3 years	N/A	OFFICIAL	OFFICIAL SENSITIVE