CLT1.0.2

Records relating to business plan
monitoring, corporate strategy plan
monitoring, performance management
monitoring created by individua0.007 TCu ie stiorngor2

Ref No	Description	Legal Basis	Retention	Action at End of Retention	Contains Personal Information	Protectively Marked?	Notes/Access
CLT8.0.4	Project documentation created for internal projects which may not result in a contract	-	Last action on the project + 6 years	Secure Disposal	N	Not Protectively Marked	-
CLT8.0.5	Project files relating to research undertaken to see if projects are viable	-	End of operational use	Secure Disposal	N	Not Protectively Marked	-
CLT8.0.6	Correspondence which does not merit inclusion on the project files	-	Last action on project + 1 year	Secure Disposal	N	Not Protectively Marked	-
CLT8.0.7	Records created by Leadership Office to manage projects on behalf of Executive Directors; weeded for ephemera	-	Last action on project + 3 years then review	Offer to Archives	N	Not Protectively Marked	-
CLT8.0.8	Project documentation created as part of a project where the creator is not the project manager or designated record keeper for the project.	-	Life of Project	Secure Disposal	N	Official	-
CLT9.0	Returns to Central Government	-					-
CLT9.0.1	Returns to Central Government concerning the budget and financial strategy	-	Financial year + 6 years	Secure Disposal	N	Not Protectively Marked	-
CLT9.0.2	DfES returns for schools which have closed	-	Date school closed + 6 years	Secure Disposal	N	Not Protectively Marked	-
CLT9.0.3	Returns supplied to Central Government by the Looked After Children's Advisors	-	Date of return + 6 years	Secure Disposal	N	Not Protectively Marked	-
CLT9.0.4	LEA returns for schools which have closed	-	Date of return + 6 years	Secure Disposal	N	Not Protectively Marked	-
CLT9.0.5	National Indicator data relating to Local Bus Operators	-	Date of return + 10 years	Secure Disposal	N	Official - Sensitive	-
CLT9.0.6	Audit on School Meals Numbers taken on behalf of the School Food Trust	-	Date of return + 6 years	Secure Disposal	N	Not Protectively Marked	-