

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							

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Ref No	Description	Legal Basis	Retention	Action at End of Retention	Contains Personal Information	Protectively Marked?	Notes/ Access
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