

6.1 Creating a Records Retention Schedule

- The Head of Function is required to ensure that records / data retention schedules for records and data held in their area are created that define the length of time that specified types of records and data are to be retained as well as their final disposition and method of disposition.
- The Head of Function may delegate this responsibility to a member of staff in their area who is responsible for classifying and handling data and generating guidelines for its lifecycle management. These are usually the officers responsible for the initial collection / input and use of the data and synonymous with the “record owner” or the “information owner.”
- Following approval by the Head of Function, the schedules are to be forwarded to the Information Governance Officer who will review and liaise with the relevant area on any queries.
- Once all queries have been resolved, the Information Governance Officer will arrange for the retention schedules to be noted by the Senior Leadership Team and publish the schedules on the DIT website.

6.2 Reviewing a Records Retention Schedule

- The Head of Function is responsible for ensuring that reviews of retention schedules are carried out on a regular basis and in light of any legal or other relevant indicators.
- Changes to the retention schedules are to be advised directly to the Information Governance Officer together with reasonable justification of the change, e.g. information on relevant legislation, policy changes, working practice changes etc.
- The Information Governance Officer will review the revised schedule and update the schedules on the DIT website.
- Significant changes to the schedule may require to be noted by the Senior Leadership Team.

6.3 Disposition of Records / Data

- After the records and data have been retained for the requisite time set out in the retention schedules, the Head of Function is responsible for ensuring that these are either destroyed securely by means of secure shredding or stored for the requisite period or permanently in an appropriate DIT storage area utilising the Disposition of Records / Data Register.