

### 6.5 Records / Data Retention Schedule Form: (Name of Function)

This schedule has been reviewed by the (Insert Title of Head of Function) in light of experience and any legal or other relevant indications as follows:

1. Records / Data Group	2. Records / Data Description	3. Data Classification	4. Records / Data Retention Period	5. Records / Data Rationale for Retention	6. Records / Data Final Disposition	7. Records / Data Owner

Date Approved by Head of Function	
Date Reviewed by Information Governance Officer	
Date Noted by SLT	
Date of Last Review	

1 Records / Data Group: Specify Records / Data Group, e.g. Staff Files, Student Exam Results etc.	*3 Data Classification	Description
2. Records / Data Description: Description of files, e.g. Interview notes, minutes of meetings etc.	Public Non-Personal Data	DIT information which is not prohibited by law to publish.
3. Data Classification: See across*	Private Non-Personal Data	DIT information which is subject to a confidentiality agreement, or the concerns financial, commercial, or intellectual property matters the disclosure of which would cause material loss.
4. Records / Data Retention Period: Length of time which records / data should be retained for	Personal Data	DIT data relating to a living individual who may be identified from the data.
5. Records / Data Rationale for Retention: Justification for retention period e.g. statutory requirement / operational requirement etc.	Sensitive Personal Data	DIT data relating to a person's racial origin; political opinions or religious or other beliefs; physical or mental health; sexual life; criminal convictions or the alleged commission of an offence; trade union membership, personal data of a financial nature.
6. Records / Data Final Disposition: Action when records / data exceeds retention date i.e. archive or destroy confidentially		
7. Records / Data Owner: Position holder responsible for the records / data		