

	A	B	C	D	E	F	G	H	I
1	<b>_Organisational Wide Information</b>								
2	<b>ID</b>	<b>Name</b>	<b>Description</b>	<b>IA Manager</b>	<b>Contains personal information</b>	<b>Trigger events</b>	<b>Retention period</b>	<b>Retention exceptions</b>	<b>Business function</b>
3	535	Visitors books (Staff/clients/visitors signing in and out records)	This is a generic, organisation wide asset that contains records of staff/clients/visitors signing in and out of the office.	All Managers	Yes	Closure of record	6 years	None given	Facilities Management Organisational Wide
4	537	Petty Cash	This is a generic organisational wide asset that contains all records that relate to the petty cash budget	All Line Managers	No	End of financial year records relate to	6 years	Any invoices that relate to capital funding such as European projects should be retained for 12 years.	Finance - Organisational Wide
5	538	Budget monitoring	This is a generic organisational wide asset that contains all records that monitor the team and/or service budget.	All Line Managers	No	End of financial year records relate to	6 years	Any invoices that relate to capital funding such as European projects should be retained for 12 years.	Finance - Organisational Wide
6	1586	Performance management projects and reports	Monitoring and reports on performance/activity/updates to management	All Line Managers	Yes	End of financial year	6 years	None given	HR Organisational Wide
7	2007	Purchase card invoices / receipts	Information showing previous transactions made through a purchase card.	All Line Managers	No	End of financial year records relate to	6 years	Any invoices that relate to capital funding such as European projects should be retained for 12 years.	Finance - Organisational Wide
8	2276	Performance Appraisals	Records of all Performance Appraisals held by managers locally across the council.	All Line Managers	Yes	Termination of employment	6 years	None given	HR Organisational Wide
9	2277	Attendance Management Records	Records associated with Attendance Management including Return to work interviews, Attendance Management Interview records, medical certificates, Notification of Concern documentation and correspondence	All Line Managers	Yes	Termination of employment	6 years	None given	HR Organisational Wide
10	2278	Annual Leave Records	All staff annual Leave records held locally by team managers.	All Line Managers	Yes	Date action completed	6 years	None given	HR Organisational Wide

	J	K
1		
2	<b>Combined risk</b>	<b>Link</b>
3	Medium risk (22)	<a href="#">Open record &gt;&gt;</a>
4	Standard risk (- 2)	<a href="#">Open record &gt;&gt;</a>
5	Standard risk (1)	<a href="#">Open record &gt;&gt;</a>
6	High risk (32)	<a href="#">Open record &gt;&gt;</a>
7	Standard risk (3)	<a href="#">Open record &gt;&gt;</a>
8	Medium risk (20)	<a href="#">Open record &gt;&gt;</a>
9	Medium risk (21)	<a href="#">Open record &gt;&gt;</a>
10	Standard risk (12)	<a href="#">Open record &gt;&gt;</a>

	A	B	C	D	E	F	G	H	I
11	2279	Timesheets	Staff time sheets including flexi sheets, worker timesheets and casual worker time sheets	All Line Managers	Yes	Date action completed	6 years	None given	HR Organisational Wide
12	2280	Team meeting Minutes	All records of notes/minutes taken at team meetings.	All Line Managers	No	Date of meeting	6 years	None given	HR Organisational Wide
13	2342	Performance Management	Forms, letters and emails associated with managing under performance including Performance improvement plans.	All Line Managers	Yes	Termination of employment	6 years	None given	HR Organisational Wide
14	2343	Qualifications held by colleagues	Records of staff qualifications where they are necessary to carry out their role.	All Line Managers	Yes	Termination of employment in role requiring the qualification	0 years	None given	HR Organisational Wide
15	2344	Handover notes	Handover templates completed by employees	All Line Managers	No	No longer required	0 years	None given	HR Organisational Wide
16	2345	Induction Records	Induction records of new employees	All Line Managers	Yes	Termination of employment	6 years	None given	HR Organisational Wide
17	2346	Staff Welfare Records	Including Stress action plans, colleague risk assessments, health and safety in relation to individuals and reasonable adjustments data, letters, email and correspondence associated with welfare visits.	All Line Managers	Yes	DOB	75 years	None given	HR Organisational Wide
18	2347	Supervision Records for social care practitioners	1-2-1 notes and case supervision.	All Line Managers	Yes	DOB	75 years	If the colleague is a member of support staff within social care and their role does not relate to safeguarding, then the records should only be retained for 6 years from the date of termination of employment.	HR Organisational Wide
19	2348	Supervision Records for social care support staff	1-2-1 notes	All Line Managers	Yes	DOB	75 years	If the colleague is a member of support staff within social care and their role does not relate to safeguarding, then the records should only be retained for 6 years from the date of termination of employment.	HR Organisational Wide
20	2349	Supervision records (non social care staff)	1-2-1 notes	All Line Managers	Yes	Termination of employment	6 years	None given	HR Organisational Wide

	J	K
11	Standard risk (13)	<a href="#">Open record &gt;&gt;</a>
12	Standard risk (6)	<a href="#">Open record &gt;&gt;</a>
13	Medium risk (21)	<a href="#">Open record &gt;&gt;</a>
14	Medium risk (17)	<a href="#">Open record &gt;&gt;</a>
15	Standard risk (8)	<a href="#">Open record &gt;&gt;</a>
16	Standard risk (12)	<a href="#">Open record &gt;&gt;</a>
17	Medium risk (21)	<a href="#">Open record &gt;&gt;</a>
18	Medium risk (21)	<a href="#">Open record &gt;&gt;</a>
19	High risk (25)	<a href="#">Open record &gt;&gt;</a>
20	High risk (25)	<a href="#">Open record &gt;&gt;</a>

	A	B	C	D	E	F	G	H	I
21	2350	Changes to working arrangement	Compressed working hours forms, secondment, mytime and holiday plus applications.	All Line Managers	Yes	Termination of employment	6 years	None given	HR Organisational Wide
22	2351	Special leave documentation	All documentation in relation to maternity/paternity or other extended leave arrangements etc.	All Line Managers	Yes	Termination of employment	6 years	None given	HR Organisational Wide
23	2353	DSE Assessments	Records of DSE assessments	All Line Managers	Yes	Unset	Retain permanently	None given	HR Organisational Wide
24	2355	Recruitment process admin	Project people, people Plus, external recruitment documentation, vacancy release authorisation, text for advertisements, test material, interview questions, interview arrangement notes and shortlisting notes.	All Line Managers	No	Date Recruitment finalised	1 years	None given	HR Organisational Wide
25	2356	Job creation admin records	Job descriptions, strengths based profile, JE questionnaire and results, resourcing approval request	All Line Managers	No	When no longer required	0 years	None given	HR Organisational Wide
26	2357	Recruitment of appointed individuals	Pre-employment checks, DBS, letters, references, medical clearance, probation review form (six month review),	All Line Managers	Yes	Termination of employment	6 years	None given	HR Organisational Wide
27	2370	Training Records	Records of training undertaken by employees, certificates of achievement that are held locally by line managers.	All Line Managers	Yes	Date employee leaves organisation	7 years	If the training is safeguarding related then the records should be retained for 35 years from the date the employee leaves the organisation.  For training records created before April 2013, the trigger period is the date the training was completed rather than the date the employee leaves the organisation.	HR Organisational Wide
28	2371	Team or business area admin records	Business plan, business continuity plan, action plans, telephone lists, hunt groups, team member lists, Code of Conduct	All Line Managers	No	No longer required	0 years	None given	HR Organisational Wide

	J	K
21	Standard risk (13)	<a href="#">Open record &gt;&gt;</a>
22	Standard risk (13)	<a href="#">Open record &gt;&gt;</a>
23	High risk (25)	<a href="#">Open record &gt;&gt;</a>
24	Standard risk (3)	<a href="#">Open record &gt;&gt;</a>
25	Standard risk (3)	<a href="#">Open record &gt;&gt;</a>
26	Medium risk (19)	<a href="#">Open record &gt;&gt;</a>
27	Medium risk (17)	<a href="#">Open record &gt;&gt;</a>
28	Standard risk (5)	<a href="#">Open record &gt;&gt;</a>

	A	B	C	D	E	F	G	H	I
29	2465	Training, presentation and promotional materials	This is a generic, organisation wide asset for any materials used for training, promotions and presentations, such as handouts, awareness posters, badges and slideshows.	All Line Managers	No	Date training course ends	0 years	None given	HR Organisational Wide
30	3837	Policies	All Nottingham City Council policies. E.g. Data Protection Policy, Records Management Policy, School Admissions policies and Housing Allocations policy.		No	Policy being superceded or replaced	6 years	None given	Information Management Organisational Wide
31	3838	Guidance documentation	All Nottingham City Council guidance documentation used to support policy and procedures. E.g. maintenance manuals, how to guidance policy guidance and templates.		No	Document is superseded	0 years	None given	Information Management Organisational Wide
32	3868	Orders and charges	This is a generic organisational wide asset for all documents relating to ordering and charging for goods and services, ie. invoices, recharges, customer orders, purchase orders	All Line Managers	No	End of financial year records relate to	6 years	Any invoices that relate to capital funding such as European projects should be retained for 12 years.	Finance - Organisational Wide

	J	K
29	Standard risk (13)	<a href="#">Open record &gt;&gt;</a>
30	Standard risk (1)	<a href="#">Open record &gt;&gt;</a>
31	Standard risk (1)	<a href="#">Open record &gt;&gt;</a>
32	Standard risk (13)	<a href="#">Open record &gt;&gt;</a>