



Records Retention Policy

Document Management Information

Applicable to:	
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Development and
Consultation:

1. Introduction

2. Document Purpose

5. Disposal/Deletion of Personal data

5.2.

Certificates of destruction should always be obtained.

6. Responsibility for Disposal

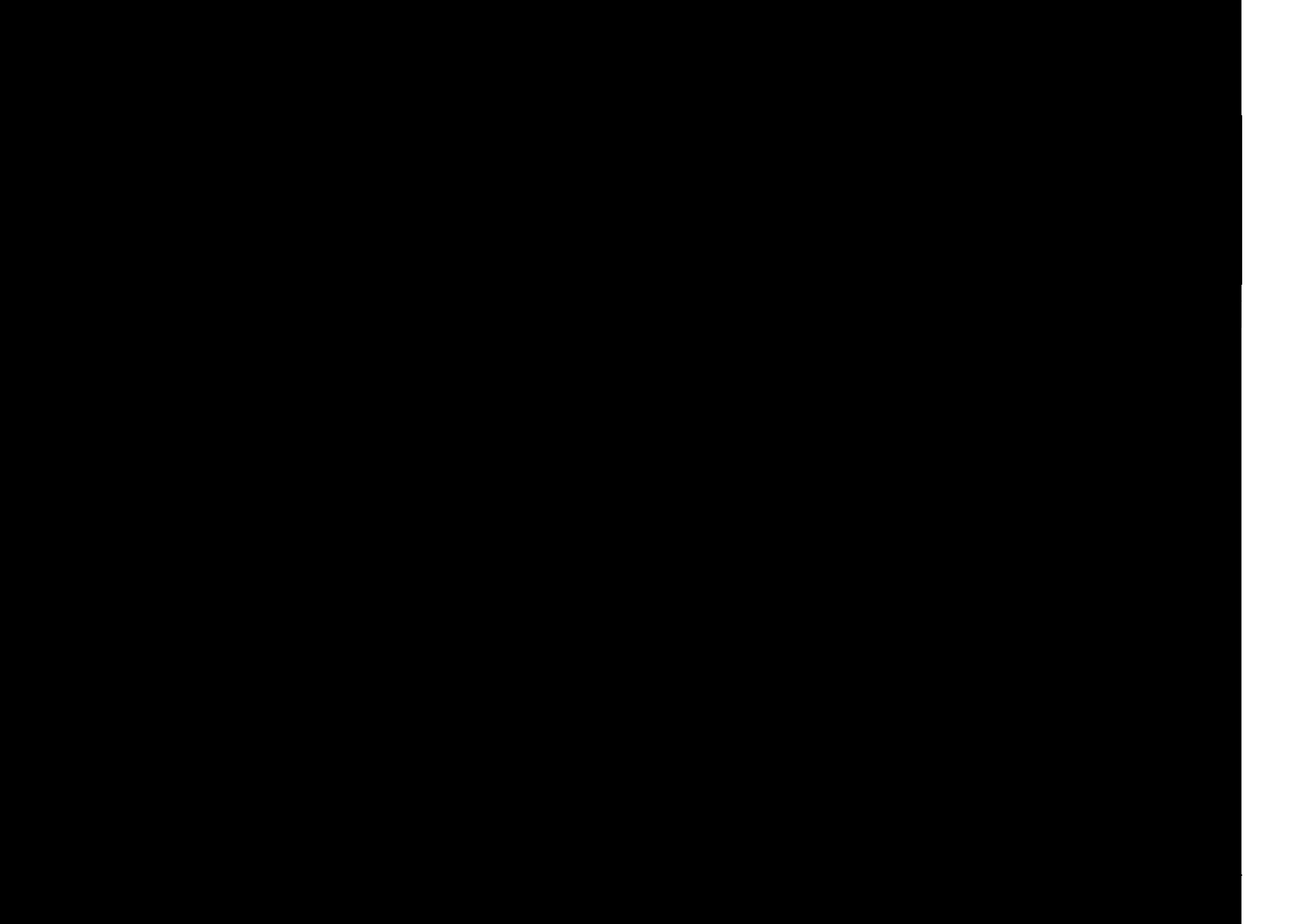
7. Contact Details for advice

8. Policy Status

9. Related Policies

Appendix A: Record Retention Timeline

	Basic File Description	Data Protection Issue	Statutory? IE, MUST DO	Statutory Provision	Retention Period (Operational)	Action at the end of the administrative life of the record (D - Dispose, SD - Secure Disposal)	
1.4	Operational Administration						
2	Human Resources						
2.1	Recruitment and Employment Records						



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