**BELFAST CITY MARATHON LIMITED**

**Retention and Disposal Policy August 2019**

**1. Purpose**

1.1 The purpose of this policy is to detail the Belfast City Marathon Limited procedures for the retention and disposal of information to ensure that we carry this out consistently and that we fully document any actions taken. Unless otherwise specified the retention and disposal policy refers to both hard and soft copy documents.

**2. Review**

2.1 Review is the examination of closed records to determine whether they should be destroyed, retained for a further period or transferred to an archive for permanent preservation.

**3. How long we should keep our paper records**

3.1 Records should be kept for as long as they are needed to meet the operational needs of Belfast City Marathon Limited, together with legal and regulatory requirements.

We have assessed our records to:

* determine their value as a source of information about the Belfast City Marathon Limited, its operations, relationships and environment,
* assess their importance as evidence of business activities and decisions
* establish whether there are any legal or regulatory retention requirements.

3.2 Where records are likely to have a historical value, or are worthy of permanent preservation, we will transfer them to the Public Records Office Northern Ireland after 25 years.

**4. Disposal schedule**

4.1 A disposal schedule is a key document in the management of records and information. It is a list of series or collections of records for which predetermined periods of retention have been agreed by the Belfast City Marathon Limited.

4.2 Records on disposal schedules will fall into three main categories:

1. Destroy after an agreed period – where the useful life of a series or collection of records can be easily predetermined (for example, destroy after 3 years; destroy 2 years after the end of the financial year).
2. Automatically select for permanent preservation – where certain groups of records can be readily defined as worthy of permanent preservation and transferred to an archive.
3. Review – see 2 above.

4.3 Records can be destroyed in the following ways:

*Destruction*

* Non-sensitive information – can be placed in a normal rubbish bin
* Confidential information – cross cut shredded and pulped or burnt.
* Electronic equipment containing information - destroyed using killdisc or similar and for individual folders, they will be permanently deleted from the system.

4.4 Destruction of electronic records should render them non-recoverable even using forensic data recovery techniques.

*Archival transfer*

4.5 This is the physical transfer of physical records to a permanent custody at the PRONI.

**5. Sharing of information**

5.1 Duplicate records should be destroyed. Where information has been regularly shared between business areas, only the original records should be retained in accordance with the guidelines in section 2 above. Care should be taken that seemingly duplicate records have not been annotated.

5.2 Where we share information with other bodies, we will ensure that they have adequate procedures for records to ensure that the information is managed in accordance with the relevant legislation and regulatory guidance.

**6. An audit trail**

6.1 You do not need to document the disposal of records which have been listed on the records retention schedule. Documents disposed of out-with the schedule either by being disposed of earlier or kept for longer than listed will need to be recorded for audit purposes.

6.2 This will provide an audit trail for any inspections conducted by the Information Commissioner and will aid in addressing Freedom of Information requests, where we no longer hold the material.

**7. Monitoring**

7.1 Responsibility for monitoring the disposal policy rests with the Events Manager. The policy should be reviewed annually.

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| **HEADING** | **DESCRIPTION** | **RETENTION PERIOD** | **COMMENTS** | **RESPONSIBLE OFFICER** |
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| **TO BE COMPLETED IN LINE WITH INFORMATION ASSET REGISTER** |  |  |  |  |
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