Retention and Destruction Schedule RMP008

Putting sport first



Category	Information Classification (SharePoint file path/library alignment	Retention Period	Eventual Fate	Current Retention Method	Location	Document owner
Corporate	Our Organisation	5 years	Destroy	Electronic	SharePoint Pentana	Chief Executive
Corporate (Board)	Our Organisation	30 years	Archive	Electronic	SharePoint	Chief Executive
Committee – Ethics and Integrity	Our Organisation	7 years	Destroy	Electronic	SharePoint	Director of Corporate Services
Committee - Remuneration	Our Organisation	7 years	Destroy	Electronic	SharePoint	Director of Corporate Services
Committee – sportscotland Audit	Our Organisation	7 years	Destroy	Electronic	SharePoint	Director of Corporate Services
Committee – Trust Company	Our Organisation	7 years	Destroy	Electronic	SharePoint	Director of Corporate Services
Committee – Financial Resources	Our Organisation	7 years	Destroy	Electronic	SharePoint	Head of Finance
Communications	Our Organisation	5 years	Destroy	Electronic	SharePoint	Head of Communication
Communications – Photography and Film	Our Organisation	6 years	Destroy	Electronic	Cloud based - Zenfolio	Head of Communication
Communications – Historic Sports Photography and Film	Our Organisation	Archive	Archive	Electronic	Cloud Based – Zenfolio	Head of Communication
Environmental Management	Our Organisation	7 years	Destroy	Electronic	SharePoint	Head of Finance
Estates	Our Organisation	10 years	Destroy	Electronic	SharePoint	Head of Finance
Facilities Design	Places	5 years	Destroy	Electronic	Investment System (CRM)	Head of Facilities Development

Facilities	Places	10 Years	Destroy	Electronic	Investment	Head of
Planning	Tidees	10 10013	Destroy	Licetionic	System (CRM)	Facilities
i idiiiiig					System (Chivi)	Development
Facilities	Places	10 Years	Destroy	Electronic	SharePoint	Head of
Planning	riaces	10 (64)3	Destroy	Liectionic	Shareronic	Facilities
Modelling						Development
iviodeliilig						Development
Facilities	Places	10 Years	Destroy	Electronic	SharePoint	Head of
Planning						Facilities
Database						Development
Facilities	Places	10 Years	Destroy	Electronic	SharePoint	Head of
Planning						Facilities
Monitoring						Development
Facilities	Places	10 Years	Destroy	Electronic	SharePoint	Head of
Planning						Facilities
Ordinance						Development
Survey						
Facilities	Places	10 Years	Destroy	Electronic	SharePoint	Head of
Planning						Facilities
Government &						Development
National						
Facilities	Places	10 Years	Destroy	Electronic	SharePoint	Head of
Planning						Facilities
Guidance						Development
Facilities	Places	10 Years	Destroy	Electronic	SharePoint	Head of
Planning SGB						Facilities
						Development
Facilities	Places	30 years	Destroy	Electronic	Investment	Head of
Investment					System (CRM)	Facilities
						Development
Sports Facilities	Places	1 Year	Destroy	Electronic	MySport	Head of
Fund					(External	Facilities
Applications					Portal)	Development
(Started but not						
Submitted)						
Finance	Our	6 years	Destroy	Electronic	PS Financials	Head of Finance
	Organisation					
Finance Payroll	Our	7 years	Destroy	Electronic	iTrent	Head of Finance
	Organisation				SharePoint	
Finance Payroll	Our	18	Destroy	Electronic	iTrent	Head of Finance
GB Pension Info	Organisation	Months			SharePoint	
Health and	Our	5 years	Destroy	Electronic	SharePoint	Head of Human
Safety -General	Organisation		_			Resources
Health and	Our	10 Years	Destroy	Electronic	SharePoint	Head of Human
Safety	Organisation					Resources
Inverclyde						
Health and	Our	10 Years	Destroy	Electronic	SharePoint	Head of Human
Safety Glenmore	Organisation					Resources
Lodge	_					

HR	Our	6 years	Destroy	Electronic	iTrent	Head of Human
	Organisation				SharePoint	Resources
					Astrow	
HR (Job	Our	20 years	Destroy	electronic	SharePoint	Head of Human
Descriptions)	Organisation					Resources
HR (personnel)	Our	6 years	Destroy	Electronic	iTrent	Head of Human
	Organisation	after			SharePoint	Resources
		Employm			Astrow	
		ent				
		Ceases				

HR (Unsuccessful Recruitment)	Our Organisation	4 months after interview	Destroy	Electronic	SharePoint	Head of Human Resources
ICT	Our Organisation	5 years	Destroy	Electronic	SharePoint	ICT Manager
ICT Development – CRM/MySport	Our Organisaton	10 Years	Destroy	Electronic	SharePoint	ICT Manager
Records Management Plan/ Information Management	Our Organisation	10years	Destroy	Electronic	SharePoint	ICT Manager/Infor mation Asset manager
IIT Investment	Our Organisation	8 years	Destroy	Electronic	Investment System SharePoint	Head of Finance
Legal Administration	Our Organisation	5 years	Destroy	Electronic	SharePoint	Legal and Commercial Manager
Legal Company Secretarial	Our Organisation	7 years	Destroy	Electronic	SharePoint	Legal and Commercial Manager
Legal Compliance	Our Organisation	10 years	Destroy	Electronic	SharePoint	Legal and Commercial Manager
Legal Dispute Resolution	Our Organisation	10 years	Destroy	Electronic	SharePoint	Legal and Commercial Manager
Legal Governance	Our Organisation	5 years	Destroy	Electronic	SharePoint	Legal and Commercial Manager
Legal Information Requests	Our Organisation	5 years	Destroy	Electronic	SharePoint	Legal and Commercial Manager

Legal IP/IT	Our	7 Years	Destroy	Electronic	SharePoint	Legal and
	Organisation					Commercial
						Manager
Legal	Our	7 years	Destroy	Electronic	SharePoint	Legal and
Investment	Organisation					Commercial
						Manager
Legal Major	Our	10 years	Destroy	Electronic	SharePoint	Legal and
Projects	Organisation					Commercial
						Manager
Legal People	Our	5 years	Destroy	Electronic	SharePoint	Legal and
and HR	Organisation					Commercial
						Manager
Legal Real Estate	Our	10 years	Destroy	Electronic	SharePoint	Legal and
	Organisation					Commercial
						Manager
Legal	Our	5 years	Destroy	Electronic	SharePoint	Legal and
Sponsorship	Organisation					Commercial
						Manager
Legal (Contracts)	Our	1 year after	Destroy	Electronic	Contracts	Legal and
	Organisation	expiry			Database	Commercial
						Manager
Sports	Clubs and	5 years	Destroy	Electronic	SharePoint	Director of
Development	Communities,					Sports
	Partnerships,					Development
	People, Schools					
	and Education					
Sports	SGB	10 years	Destroy	Electronic	SharePoint	Director of
Development	Recognition					Sports
	Process					Development
Sports	Clubs and	8 Years	Destroy	Electronic	SharePoint	Director of
Development	Communities					Sports
Community						Development
Sports Hubs						
Sports	People	1 Year after	Destroy	Electronic	Brightsapce	Director of
Development		course				Sports
Student		completion				Development
Information						
Sports	People	1 year	Destroy	Electronic	SharePoint	Director of
Development						Sports
Coaching						Development
Awards						
Nominations						
Sports	Poonlo	E Voors	Doctross	Electronic	SharaDain+	Director of
Sports	People	5 Years	Destroy	Electronic	SharePoint	Director of
Development Coaching						Sports Development
Awards Winners						Development
Awarus williers						
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Sports Development	SGB, LA & Community	8 Years	Destroy	Electronic	Investment System	Director of Sports
Investment	Sports Hubs				SharePoint	Development
Sports Development UKCC Applications	People	1 year	Destroy	Electronic	SharePoint	Director of Sports Development
Sports Development Mentoring	People	1 Year	Destroy	Electronic	SharePoint	Director of Sports Development
Sports Development Changemakers Successful Applications	People	5 Years	Destroy	Electronic /Minimal paper	SharePoint and Templeton Office	Director of Sports Development
Sports Development Changemakers Unsuccessful Applicants	People	1 Year	Destroy	Electronic /Minimal Paper	SharePoint and Templeton Office	Director of Sports Development
Young Ambassadors Consent Forms	Schools and Education	18 Months	Destroy	Electronic		Director of Sports Development
Planning and Reporting	Our Organisation	5 years	Destroy	Electronic	SharePoint	Head of Strategic Planning & Monitoring
Equality	Our Organisation	5 Years	Destroy	Electronic	SharePoint	Head of Strategic Planning & Monitoring
Research	Our Organisation	20 Years	Destroy	Electronic	SharePoint	Head of Strategic Planning & Monitoring
Strategic Partnerships	Partnerships	5 Years	Destroy	Electronic	SharePoint	Head of Strategic Planning & Monitoring
Procurement	Our Organisation	5 years	Destroy	Electronic	SharePoint	Head of Finance
Procurement Inverclyde Project	Our Organisation	15 Years	Archive	Electronic	SharePoint	Head of Finance

Tender	Our	5 years	Destroy	Electronic	SharePoint	Head of Finance
(successful)	Organisation	after	Destroy	Licetionic	Sharer onic	Ticad of Finance
(Successial)	Organisation	contract				
		complete				
Contract	Our	5 years	Destroy	Electronic	Contracts	Head of Finance
Management	Organisation	after	Destroy	2.000.01.10	Database	Tread or Finance
Records	o i gariisa cion	contract			SharePoint	
Treest as		complete				
Tender	Our	1 year after	Destroy	Electronic	SharePoint	Head of Finance
(unsuccessful)	Organisation	contract	,			
,		award				
Estates	Our	10 years	Destroy	Electronic	SharePoint	Head of Finance
	Organisation		,		TechForge	
					Asset	
					Managemen	
					t System	
National Centre	National Centre	5 ears	Destroy	Electronic	SharePoint	Principal
Glenmore Lodge						Glenmore Lodge
(General)						
National Centre	National Centre	5 years	Destroy	Electronic	SharePoint	Principal
Inverclyde &						Inverclyde and
Cumbrae						Cumbrae
(General)						
National Centre	National Centre	15 years	Destroy	Electronic	SharePoint	Principal
Inverclyde and						Inverclyde and
Cumbrae –						Cumbrae
Project						
Inverclyde						
Lease	Our	10 years	Destroy	Electronic	SharePoint	Head of Finance
Agreements	Organisation	after expiry				
(Caledonia)						
Lease	Our	15 years	Destroy	Electronic	SharePoint	Head of Finance
Agreements	Organisation	after expiry				
(Registered)				_		
Risk	Our	5 years	Destroy	Electronic	SharePoint	Head of Finance
Management	Organisation	_				
Security	Our	5 years	Destroy	Electronic	SharePoint	Head of Human
La abita de la C	Organisation	F	Dawler	Flant	T Duite	Resources
Institute of	Performance	5 years	Destroy	Electronic	T Drive	Director of High
Sport and					SharePoint	Performance
Regional Offices	Dorformana	6 Vaara	Dostraii	Electron:	Cmartabasa	Director of High
Athlete	Performance	6 Years	Destroy	Electronic	Smartabase	Director of High
Information					SharePoint	Performance
(General)	Dorformer	6	Doctor	Flooting:::	Cmartabass	Director of UI-I
Athlete Medical	Performance	6 years	Destroy	Electronic	Smartabase	Director of High
Information		from end of			SharePoint	Performance
(General)		treatment				
				J.		

Athlete Medical	Performance	10 years	Destroy	Electronic	Smartabase	Director of High
Information		from end of			SharePoint	Performance
(Medical)		treatment				
Unsupported	Performance	1 year	Destroy	Electronic	SharePoint	Director of High
Athlete Data					Website	Performance
sportscotland	Our	2 years	Destroy	Electronic	SharePoint	Head of
Website	Organisation					Communication
e-mail	sportscotland	8 years	Destroy	Electronic	Mimecast e-	ICT Manager
					mail Archiver	