



Disability Sport NI and Live Active NI

Retention and Disposal Policy & Schedule

Date of Approval	January 2021
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1. Purpose

The purpose of this policy is to detail the procedures for the retention and disposal of information to ensure that Disability Sport NI and Live Active NI 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

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.

Records should be closed as soon as they have ceased to be of active use. As a rule, files/containers should be closed 5 years (at the maximum) after creation.

However, there may be circumstances where files/containers need to remain open for an extended period, but this can only be done with the authorisation of the data set owner. Some examples are below:

- The project is ongoing
- The employment is ongoing
- The legislation or policy is still in use
- The data asset is still operational

3. How long should we keep our paper records

Records should be kept for as long as they are needed to meet the operational needs of Disability Sport NI and Live Active NI, together with legal and regulatory requirements.

Disability Sport NI and Live Active NI have assessed all records to:

- Determine their value as a source of information about both organisations, its operations, relationships and environment; and
- Assess their importance as evidence of business activities and decisions

Where records are likely to have a historical value, or are worthy of permanent preservation, Disability Sport NI and Live Active NI will transfer them to the Public Record Office of Northern Ireland (PRONI) where they will be maintained and securely held.

4. Disposal Schedule

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 between the Chief Executive Officer and Senior Management Team.

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

- Destroy after an agreed period – where the useful life of a series or collection of records can be easily predetermined (for example, destroy after 7 years for financial information).
- Automatically select for permanent preservation – where certain groups of records can be readily defined as worthy of permanent preservation and transferred to an archive.
- Retained – see 2 above.

4.2 Records can be destroyed in the following ways:

- Non-sensitive information can be placed in a normal rubbish bin
- Confidential information can be shredded and pulped or burnt
- Electronic equipment containing information can be destroyed by permanently deleting folders from the system.

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

4.3 Archival Transfer

This is the physical transfer of physical records to PRONI.

5. Sharing of information

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.

Disability Sport NI and Live Active NI share information with other third-party organisations and 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. Monitoring

Responsibility for monitoring the disposal policy rests with the Finance & Business Manager. The disposal and retention schedule will be reviewed annually by the Chief Executive Officer and the Senior Management Team.

7. Disposal Schedule

Category	Description	Retention Period	Comments	Responsibility
Financial Management	Finance Documents including: Invoices Bank Reconciliations Credit Card Receipts Records of Income received Records of payments	7 years	Legal requirement	Finance & Business Manager
Employees	Employee pay histories	6 years – 3 years for leavers	Legal requirement	Finance & Business Manager
	Salary rates records	6 years	Legal requirement	Finance & Business Manager
	Copy of payroll sheets	6 years	Legal requirement	Finance & Business Manager
	HMRC evidence of statutory returns	6 years	Legal requirement	Finance & Business Manager
Directors /Trustees	Lists of current Directors	Permanently	Annually	Administrator
	Lists of previous Directors/Trustees		To be updated every 3 years. Retained for historical purposes.	
Volunteers	Regular Volunteers	Ongoing whilst actively volunteering	To be updated every 3 years	Community Sport and Performance Sport Managers
	Casual Volunteers	3 years	If no activity within 3 years – removal of record	Community Sport and Performance Sport Managers

Participants	Project/Programme Participants	In line with Funders requirements	Data to be retained until the end of programme (1-4 years)	Community Sport and Performance Sport Managers
	Community Sporting Event Participants	3 years	To be updated every 3 years	Community Sport and Performance Sport Managers
	Training Course Participants	3 years	To be updated every 3 years. Data stored in order to encourage and retain as many trained coaches as possible.	Performance Sport Manager
	Training Course Enquiries from individuals	3 years	Reviewed annually	Performance Sport Manager
Talented Athletes	Disability Sport NI assisted athletes	Permanently to preserve the history of the organisation.	To be updated every 3 years	Performance Sport Manager
Members	Member groups who have applied to become members of Disability Sport NI	Permanently	To be updated every 3 years	Administrator
Information Service Beneficiaries	Personal information held on a file along with details of enquiry.	Ongoing	To be reviewed annually and deleted if no longer applicable.	Administrator