AUDIT Information r CECR CECR CECR CECR CECR CECR CECR CEC	relating to the auditing of financial management Audit Plan Audit Reports Internal Audit Guidance Investigation Files Local Auditing Standards Management Meetings & Reports Manuals and guidance relating to departmental procedures Money Laundering Officer Reports	pement, systems, transaction When agreed by Chief Officers & Members When final audit report has been agreed When superseded When investigation is complete When superseded End of financial year When report has been received and submitted to appropriate authority	Total Retention Period 5 years 7 years from date of issue of agreed audit report Indefinite 7 years from date of issue of report Indefinite 3 years Indefinite 5 years
Information r CECR CECR CECR CECR CECR CECR CECR CEC	Annual Audit Plan Audit Reports Internal Audit Guidance Investigation Files Local Auditing Standards Management Meetings & Reports Manuals and guidance relating to departmental procedures	When agreed by Chief Officers & Members When final audit report has been agreed When superseded When investigation is complete When superseded End of financial year When superseded When report has been received and submitted to	7 years from date of issue of agreed audit report Indefinite 7 years from date of issue of report Indefinite 3 years Indefinite 1 Indefinite 3 years Indefinite 1 Indefinite 3 years Indefinite 1 Indefi
CECR CECR CECR CECR CECR CECR CECR CECR	Annual Audit Plan Audit Reports Internal Audit Guidance Investigation Files Local Auditing Standards Management Meetings & Reports Manuals and guidance relating to departmental procedures	When agreed by Chief Officers & Members When final audit report has been agreed When superseded When investigation is complete When superseded End of financial year When superseded When report has been received and submitted to	5 years 7 years from date of issue of agreed audit report Indefinite 7 years from date of issue of report Indefinite 3 years Indefinite
CECR CECR CECR CECR CECR CECR CECR	Audit Reports Internal Audit Guidance Investigation Files Local Auditing Standards Management Meetings & Reports Manuals and guidance relating to departmental procedures	Officers & Members When final audit report has been agreed When superseded When investigation is complete When superseded End of financial year When superseded When report has been received and submitted to	7 years from date of issue of agreed audit report Indefinite 7 years from date of issue of report Indefinite 3 years Indefinite
CECR CECR CECR CECR CECR CECR CECR	Audit Reports Internal Audit Guidance Investigation Files Local Auditing Standards Management Meetings & Reports Manuals and guidance relating to departmental procedures	When final audit report has been agreed When superseded When investigation is complete When superseded End of financial year When superseded When report has been received and submitted to	7 years from date of issue of agreed audit report Indefinite 7 years from date of issue of report Indefinite 3 years Indefinite
CECR CECR CECR CECR CECR CECR	Internal Audit Guidance Investigation Files Local Auditing Standards Management Meetings & Reports Manuals and guidance relating to departmental procedures	has been agreed When superseded When investigation is complete When superseded End of financial year When superseded When report has been received and submitted to	date of issue of agreed audit report Indefinite 7 years from date of issue of report Indefinite 3 years Indefinite
CECR CECR CECR CECR CECR CECR	Internal Audit Guidance Investigation Files Local Auditing Standards Management Meetings & Reports Manuals and guidance relating to departmental procedures	has been agreed When superseded When investigation is complete When superseded End of financial year When superseded When report has been received and submitted to	date of issue of agreed audit report Indefinite 7 years from date of issue of report Indefinite 3 years Indefinite
CECR CECR CECR CECR CECR CECR	Internal Audit Guidance Investigation Files Local Auditing Standards Management Meetings & Reports Manuals and guidance relating to departmental procedures	has been agreed When superseded When investigation is complete When superseded End of financial year When superseded When report has been received and submitted to	agreed audit report Indefinite 7 years from date of issue of report Indefinite 3 years Indefinite
CECR CECR CECR CECR CECR CECR	Internal Audit Guidance Investigation Files Local Auditing Standards Management Meetings & Reports Manuals and guidance relating to departmental procedures	has been agreed When superseded When investigation is complete When superseded End of financial year When superseded When report has been received and submitted to	report Indefinite 7 years from date of issue of report Indefinite 3 years Indefinite
CECR CECR CECR CECR CECR CECR	Internal Audit Guidance Investigation Files Local Auditing Standards Management Meetings & Reports Manuals and guidance relating to departmental procedures	When investigation is complete When superseded End of financial year When superseded When report has been received and submitted to	7 years from date of issue of report Indefinite 3 years
CECR CECR CECR CECR	Local Auditing Standards Management Meetings & Reports Manuals and guidance relating to departmental procedures	complete When superseded End of financial year When superseded When report has been received and submitted to	date of issue of report Indefinite 3 years Indefinite
CECR CECR CECR CECR	Local Auditing Standards Management Meetings & Reports Manuals and guidance relating to departmental procedures	complete When superseded End of financial year When superseded When report has been received and submitted to	of report Indefinite 3 years Indefinite
CECR CECR CECR CECR	Local Auditing Standards Management Meetings & Reports Manuals and guidance relating to departmental procedures	When superseded End of financial year When superseded When report has been received and submitted to	Indefinite 3 years Indefinite
CECR CECR CECR	Management Meetings & Reports Manuals and guidance relating to departmental procedures	End of financial year When superseded When report has been received and submitted to	3 years Indefinite
CECR CECR	Manuals and guidance relating to departmental procedures	When superseded When report has been received and submitted to	Indefinite
CECR CECR	departmental procedures	When report has been received and submitted to	
CECR	·	When report has been received and submitted to	
CECR	Money Laundering Officer Reports		5 years
CECR	Money Laundering Officer Reports	appropriate authority	5 years
			3 years or unti
			the next IPCC
			inspection takes
		When the authorisation is	place (whichever
	RIPA/IPA Forms	cancelled	is the greater).
CECR	Evidence acquired via a RIPA/IPA	When the court actionis	7 years
	authorisation	complete	-
			5 years unless
			amended
CECR	Risk Assessments	When superseded	before
CECIT		Triidii daperedada	
			7 years from
			date of issue
			of agreed audit report or until
		When recommendations	next completed
CECR	Working papers supporting audit reports	have been implemented	review
	CONTINUITY PLANNING		
	relating to responding to, and recovery fro	om incidents affecting busin	ness activities
CAH &	country to responding to, and resortery in		
CECR &			
	Business Continuity Plans & Procedures	When superseded	6 years
	Strategic Business Continuity Plans	When superseded	6 years
INSURANC	E CLAIMS ADMINISTRATION		
Information r	relating to the handling of claims against		
		End of calendar year in	
CECR	Insurance Claims	which claim settled End of calendar year in	6 years
CECR	School Journey Claims	which claim settled	6 years
	E POLICIES ADMINISTRATION	Willest claim Section	o years
	relating to insuring against loss		
	Employers Liability Insurance	When superseded or	T
CECR	Certificates	cancelled	Permanent
	Insurance Certificates		
	(Excluding Employers Liability Insurance	When superseded or	
	Certificates)	cancelled	6 years
	Insurance Certificates (Motor Vehicles)	When superseded or	Destroy when
	(Motor Vehicles) Insurance Correspondence	cancelled	superseded
	(General administration correspondence)	End of calendar year	Permanent
CLCN	(Sonoral administration correspondence)	End of calendar year When superseded or	remanent
	Insurance Policies	cancelled	6 years
CECR		When Long Term Agreement	1
CECR	Insurance Policy Renewals	renewal complete	5 years
		When Long Term Agreement	
		renewal complete	i

of fraud