

Retention schedule

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| Retention code | | Owner department | Retention | Retention Trigger |
|----------------|---|--------------------------------------|-----------|-------------------|
| A | Adjudicating Committees | | | |
| A1.1 | Investigating Committee hearings | Investigating Committee | 6 years | Case closed |
| A2.1 | Prosecution Committee hearings | Hearings | 6 years | Case closed |
| A3.1 | In-house appeal hearings | Hearings | 6 years | Case closed |
| A4.1 | Investigating committee arrangements - Administration | Investigating Committee | 2 years | Current year |
| A4.2 | Investigating committee arrangements - Contracts with trainers | Investigating Committee | 6 years | End of contract |
| A4.3 | Investigating committee arrangements - Contracts with venues | Investigating Committee | 6 years | End of contract |
| A5.1 | Hearing arrangements - Pre-Hearing planning | | 2 years | Case closed |
| A5.2 | Hearing arrangements - Booking arrangements | | 2 years | Current year |
| A6.1 | Case list notifications | Investigating Committee and Hearings | 3 years | Current year |
| A7.1 | Investigating Committee membership - Attendance lists | Investigating Committee | 10 years | Current year |
| A7.2 | Investigating Committee membership - Registers of Interests, gifts and hospitality for multiple members | Investigating Committee | 10 years | Current year |
| A7.3 | Investigating Committee membership - Panel member details and contracts, performance and correspondence | | 6 year | End of contract |
| A8.1 | Hearing Committee membership - Registers of Interests, gifts and hospitality for multiple members | Hearings | 10 years | Current year |
| A8.2 | Hearing Committee membership - Recruitment of panellists | Hearings | 2 years | Current year |
| A8.3 | Hearing Committee membership - Panel member details and contracts, performance and correspondence | Hearings | 6 year | End of contract |
| A9.1 | In-house appeal membership - Registers of Interests, gifts and hospitality for multiple members | Hearings | 10 years | Current year |
| A9.2 | In-house appeal membership - Panel member management | Hearings | 6 years | End of contract |
| A10.1 | Monitoring and reporting - Investigating Committee | Investigating Committee | 6 years | Current year |
| A10.2 | Monitoring and reporting - Hearings | Hearings | 6 years | Current year |
| A10.3 | Monitoring and reporting - In-house appeals | Hearings | 6 years | Current year |
| A11.1 | Working documents | Investigating Committee and Hearings | 2 years | Current year |

| B | Corporate Committees | Owner department | Retention | Retention Trigger |
|----------|--|-------------------------------------|--------------------------|--------------------------|
| B1.1 | Council papers | Governance | Permanent | Current year |
| B2.1 | Committee papers | | 10 years | Current year |
| B3.1 | Meeting administration | Governance | 2 years | Current year |
| B4.1 | Council membership - recruitment | | 10 years | End of contract |
| B4.2 | Council membership - Terms of Reference and schemes of delegation | | Permanent | Current year |
| B4.3 | Council membership - Registers of interests, gifts and hospitality | Governance | 10 years | End of contract |
| B4.4 | Council membership - Member information | Governance | 10 years | End of contract |
| B5.1 | Membership of Committees - Terms of reference and schemes of delegation | | 10 years | Closure of committee |
| B5.2 | Membership of Committees - Registers of interests, gifts and hospitality | Governance | 10 years | End of contract |
| B5.3 | Membership of Committees - Member information | Governance | 10 years | End of contract |
| B6.1 | Working documents | | 2 years | Current year |
| C | Corporate Governance | Owner department | Retention | Retention Trigger |
| C1.1 | PSA Compliance | Compliance | 10 years | Current year |
| C2.1 | Audits - audited annual reports | Finance | 6 years | Current year |
| C2.2 | Audits - operational audits | Compliance | 6 years | Current year |
| C2.3 | Audits - data and workings | Compliance | 1 year | Current year |
| C3.1 | Corporate complaints | FtP Casework | 6 years | Current year |
| C4.1 | Equality and diversity development | Governance | 6 years | Current year |
| C4.2 | Equality and diversity performance and reporting | Governance | 6 years | Current year |
| C5.1 | Advice to the Registrar - Advisor recruitment | CEO's Office | 2 years | Current year |
| C5.2 | Advice to the Registrar - Advisor management | CEO's Office | 6 years | End of contract |
| C6.1 | Information request handling - Access requests and responses | | 2 years | Current year |
| C6.2 | Information request handling - Access requests background material | All | 1 year | Current year |
| C6.3 | Information request handling - Performance and reporting | | 10 years | Current year |
| C6.4 | Information request handling - FOI publication schemes | Information Manager | 7 years | Current year |
| C6.5 | Information request handling - Guidance development | Information Manager | 6 years | Current year |
| C7.1 | Information assurance - Data Protection breach handling | | 3 years | Current year |
| C7.2 | Information assurance - Data breach monitoring | Information Manager | 10 years | Current year |
| C8.1 | Information Management - Logs and catalogues | Records Management/ FTP Casework | Permanent | Current year |
| C8.2 | Information Management - Guidance development | Records Management | 6 years | Current year |
| C8.3 | Information Management - Data quality | Records Management | Life of the organisation | Current year |
| C8.4 | Information Management - Information audits and surveys | Records Management | 6 years | Current year |
| C8.5 | Information Management - Performance and reporting | Records Management | 10 years | Current year |
| C8.6 | Information Management - Records Management Group | Records Management | 3 years | Current year |
| C8.7 | Information Management - Standards and classifications | Records Management | Life of the organisation | Current year |
| C8.8 | Information Management - Destruction records | Records Management | Life of the organisation | Current year |
| C9.1 | Legislation development | CEO's Office | 10 years | Current year |
| C10.1 | MoUs | Governance | Life of the organisation | Current year |
| C10.2 | Information Sharing Agreements | Policy & Comms | Life of the organisation | Current year |

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| C11.1 | Insurance register | Facilities | 7 years | Current year |
| C11.2 | Insurance policies and contracts | Facilities | Life of the organisation | Current year |
| C11.3 | Insurance claims | Facilities | 7 years | Case closed |
| C11.4 | Insurance notifications | Corporate Legal | 7 years | Case closed |
| C12.1 | Corporate Legal - Advice library | Corporate Legal | 6 years | Current year |
| C12.2 | Corporate Legal - Appeal cases | Corporate Legal | 6 years | Current year |
| C12.3 | Corporate Legal - Proceedings against the GDC | Corporate Legal | 6 years | Current year |
| C12.4 | Corporate Legal - Proceedings initiated by the GDC | Corporate Legal | 6 years | Current year |
| C12.5 | Corporate Legal - Serious incidents | | 3 years | Current year |
| C13.1 | Standing orders | Corporate Legal | Permanent | Current year |
| C13.2 | Rules and regulations | Corporate Legal | Permanent | Current year |
| C14.1 | Corporate risk registers | Business Planning | 10 years | Current year |
| C14.2 | Departmental risk registers | CCM | 10 years | Current year |
| C15.1 | Policies and guidance for staff - Corporate Policies | | Permanent | Current year |
| C15.2 | Policies and guidance for staff - Forms and templates | | Permanent | Current year |
| C15.3 | Policies and guidance for staff - SOPs | | Permanent | Current year |
| C15.4 | Policies and guidance for staff - Guidance | | 7 years | Current year |
| C16.1 | Policies and guidance for associates - Standards and guidance | | 7 years | Current year |
| C17.1 | Policies and guidance for the dental team - Standards and guidance | | Life of the organisation | Current year |
| C18.1 | Policies and guidance for education providers - Policy documents | | Life of the Organisation | Current year |
| C18.2 | Policies and guidance for education providers - Guidance | | Life of the Organisation | Current year |
| C19.1 | Business continuity planning | | 3 years | Current year |
| D | Corporate Management | Owner department | Retention | Retention Trigger |
| D1 | Comms and marketing | | | |
| D1.1.1 | Comms and marketing - Regional activities - Correspondence | | 3 years | Current year |
| D1.1.2 | Comms and marketing - Regional activities - Stakeholder maps and lists | Director for Scotland | 6 years | Current year |
| D1.1.3 | Comms and marketing - Regional activities - Guidance development | Director for Scotland | 6 years | Current year |
| D1.1.4 | Comms and marketing - Regional activities - Speaking engagements | Director for Scotland | 6 years | Current year |
| D1.1.5 | Comms and marketing - Regional activities - Delegate lists | Director for Scotland | 2 years | Current year |
| D1.2.1 | Comms and marketing - Events - Event arrangements | Comms | 6 years | Current year |
| D1.2.2 | Comms and marketing - Events - Event contracts | Comms | 6 years | End of contract |
| D1.2.3 | Comms and marketing - Events - Speaking engagements | Comms | 6 years | Current year |
| D1.2.4 | Comms and marketing - Events - Delegate lists | | 2 years | Current year |
| D1.2.5 | Comms and marketing - Events - Calendar of activities | Comms | 6 years | Current year |
| D1.3.1 | Comms and marketing -External correspondence - Parliamentary and MP questions | Comms | Permanent | Current year |
| D1.3.2 | Comms and marketing -External correspondence - MP constituent questions | Comms | 3 years | Current year |
| D1.3.3 | Comms and marketing -External correspondence - Other organisations | Public Affairs | 6 years | Current year |
| D1.3.4 | Comms and marketing -External correspondence - Stakeholder tracking | | 6 years | Current year |
| D1.3.5 | Comms and marketing -External correspondence - Stakeholder relations | Comms | 6 years | Current year |
| D1.4.1 | Comms and marketing - External consultations - Responses to consultations | Comms | 6 years | Current year |
| D1.5.1 | Comms and marketing - Publications and messages - Mailshots to registrants | Comms | 6 years | Current year |
| D1.5.2 | Comms and marketing - Publications and messages - Monthly Newsletters | Comms | 6 years | Current year |

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| D1.5.3 | Comms and marketing - Publications and messages - Publications | Comms | Permanent | Current year |
| D1.5.4 | Comms and marketing - Publications and messages - Articles | Comms | Permanent | Current year |
| D1.5.5 | Comms and marketing - Publications and messages - Social media | Comms Public Affairs | Permanent | Current year |
| D1.6.1 | Comms and marketing - Internal communications - Briefings | Comms | 6 years | Current year |
| D1.6.2 | Comms and marketing - Internal communications - Global emails | Comms | 6 years | Current year |
| D1.6.3 | Comms and marketing - Internal communications - Questions to EMT and responses | CEO's Office | 10 years | Current year |
| D1.6.4 | Comms and marketing - Internal communications - Staff Newsletter | Comms | Permanent | Current year |
| D1.6.5 | Comms and marketing - blogs and vlogs | All | 2 years | Current year |
| D1.7.1 | Comms and marketing - Media relations - Press cuttings | Comms | 2 years | Current year |
| D1.7.2 | Comms and marketing - Media relations - Press releases and statements | | 7 years | Current year |
| D1.8.1 | Comms and marketing - Marketing - Branding | Comms | 7 years | Current year |
| D1.8.2 | Comms and marketing - Marketing - Advertising copy | Comms | 2 years | Current year |
| D1.8.3 | Comms and marketing - Marketing - Marketing material | Comms | 2 years | Current year |
| D1.9.1 | Comms and marketing - Comms contracts - Supplier information | Comms | 6 years | End of contract |
| D1.9.2 | Comms and marketing - Comms contracts - Supplier contracts | Comms | 6 years | End of contract |
| D1.9.3 | Comms and marketing - Comms contracts - Tenders | Comms | 2 years | Current year |
| D1.10.1 | Comms and marketing - Comms procedure development | Comms | 6 years | Current year |
| D1.11.1 | Comms and marketing - Image and video library | Comms | Permanent | Current year |
| D1.12.1 | Comms and marketing - Horizon scanning - Reporting | Comms | 10 years | Current year |
| D2 | Procurement | | | |
| D2.1.1 | Procurement - Contracts under seal | Procurement | 12 years | End of contract |
| D2.1.2 | Procurement - Contracts not under seal | Procurement | 6 years | End of contract |
| D2.3.1 | Procurement - Approved supplier lists | | 6 years | Current year |
| D2.3.2 | Procurement - Scheduling and monitoring | Procurement | 2 years | Current year |
| D2.3.3 | Procurement - Tenders - unsuccessful | Procurement | 2 years | Current year |
| D2.3.4 | Procurement - Tenders - successful | Procurement | 6 years | End of contract |
| D3 | Facilities | | | |
| D3.1.1 | Facilities - Strategy and planning - accommodation planning | | 2 years | Current year |
| D3.2.1 | Facilities - Service contract management - large contracts | Facilities | 12 years | End of contract |
| D3.2.2 | Facilities - service contract management - small contracts | Facilities | 6 years | End of contract |
| D3.3.1 | Facilities - health and safety - accident register | Facilities | 3 years | Date of last entry |
| D3.3.2 | Facilities - health and safety - asbestos register | Facilities | 40 years | Current year |
| D3.3.3 | Facilities - health and safety - events and exercises | Facilities | 6 years | Current year |
| D3.3.4 | Facilities - health and safety - equipment testing | Facilities | 6 years | Current year |
| D3.3.5 | Facilities - health and safety - fixed electrical testing | Facilities | 6 years | Current year |
| D3.3.6 | Facilities - health and safety - reports | | 6 years | Current year |
| D3.3.7 | Facilities - health and safety - risk assessments | Facilities | 6 years | Current year |

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| D3.4.1 | Facilities - property management - building drawings | Facilities | Permanent | Current year |
| D3.4.2 | Facilities - property management - building work documentation | Facilities | Permanent | Current year |
| D3.4.3 | Facilities - property management - scanned deeds and leases | Facilities | Permanent | End of lease or ownership |
| D4 | Finance | | | |
| D4.1.1 | Finance - income - Annual registration fee collection | Finance | 6 years | Current year |
| D4.2.1 | Finance - spending - invoices | Finance | 6 years | Current year |
| D4.2.2 | Finance - spending - expense claims | Finance | 6 years | Current year |
| D4.3.1 | Finance - banking - banking mandate forms | Finance | 6 years | Closure of account |
| D4.3.2 | Finance - banking - direct debit forms | Finance | 6 years | Closure of account |
| D4.4.1 | Finance - company cards - credit card applications | Finance | 6 years | Closure of account |
| D4.4.2 | Finance - company cards - credit card receipts | Finance | 6 years | Current year |
| D4.5.1 | Finance - performance and reporting - finance management information | Finance | 6 years | Current year |
| D4.5.2 | Finance - performance and reporting - investment management information | Finance | 6 years | Current year |
| D4.5.3 | Finance - performance and reporting - statutory accounts | Finance | 6 years | Current year |
| D4.6.1 | Finance - working papers | | 2 years | Current year |
| D5 | Information Technology | | | |
| D5.1.1 | Information technology - Access management - access request forms | IT | 6 years | Current year |
| D5.2.1 | Information technology - Asset management - Asset lists | IT | 6 years | Current year |
| D5.2.2 | Information technology - Asset management - Disposal records | IT | 6 years | Current year |
| D5.3.1 | Information technology - Business analysis | IT | 6 years | Current year |
| D5.4.1 | Information technology - Infrastructure management - Network designs | IT | 6 years | Current year |
| D5.5.1 | Information technology - Systems and services - Procurement tenders | IT | 2 years | Current year |
| D5.5.2 | Information technology - Systems and services - System and service management | IT | 6 years | End of system or contract |
| D5.5.3 | Information technology - Systems and services - Software library | IT | 6 years | End of system |
| D5.6.1 | Information technology - System logs and audits - EDRM audit trail | IT | Life of the organisation | Current year |
| D5.6.2 | Information technology - System logs and audits - System logs | IT | 2 years | Current year |
| D5.7.1 | Information technology - Strategy and Planning - compliance with standards | IT | 6 years | Current year |
| D5.7.2 | Information technology - Strategy and Planning - commissioned reports | IT | 6 years | Current year |
| D5.7.3 | Information technology - Strategy and Planning - strategy | | 6 years | Current year |
| D5.8.1 | Information technology - Performance and reporting | IT | 2 years | Current year |
| D5.9.1 | Information technology - Training - training arrangements | IT | 2 years | Current year |
| D6 | Corporate strategy and performance | | | |
| D6.1.1 | Corporate strategy and performance - Corporate Performance - Management Information | Opex | 10 years | Current year |
| D6.1.2 | Corporate strategy and performance - Corporate Performance - Incident reports | Compliance | 3 years | Current year |
| D6.2.1 | Corporate strategy and performance - Corporate Strategy and Planning | Business Planning | Permanent | Current year |
| D7 | Programme management | | | |
| D7.1.1 | Programme management | Opex | 6 years | End of project |
| D8 | Project management | | | |
| D8.1 | Project management | Opex | 6 years | End of project |
| E | Customer Services | Owner department | Retention | Retention Trigger |
| E1.1 | Contact documents | Registration, CAIT, DCS, FOI, QS etc etc | 2 years | Current year |
| E2.1 | Monitoring and reporting | CAIT | 6 years | Current year |

| F | Dental Complaints Service | Owner department | Retention | Retention Trigger |
|----------|--|--------------------------------|------------------|--|
| F1.1 | DCS Complaint enquiries | GDC CRM Contact Document | 3 years | Current year |
| F1.2 | DCS Complaints against DCS | GDC CRM Case Document | 3 years | Current year |
| F1.3 | DCS Complaint cases | GDC CRM Case Document | 3 years | Current year |
| F2.1 | DCS Publication development | DCS | 6 years | Current year |
| F3.1 | DCS panel management - Panel recruitment | DCS | 2 years | Current year |
| F3.2 | DCS panel management - Panel member information | DCS | 10 years | Closure of panel member file |
| F3.3 | DCS panel management - Panel expenses | DCS | 7 years | Current year |
| G | HR | Owner department | Retention | Retention Trigger |
| G1.1 | Learning and development - Training arrangements | HR | 2 years | Current year |
| G1.2 | Learning and development - Training material | HR | 10 years | Current year |
| G1.3 | Learning and development - Training records | HR | 6 years | Current year |
| G2.1 | HR contract management - Contract files | HR | 6 years | End of contract |
| G3.1 | Monitoring and reporting - Data schedules | HR | 10 years | Current year |
| G3.2 | Monitoring and reporting - Management information | HR | 6 years | Current year |
| G4.1 | Employee Management - Pay and benefits | HR | 6 years | Current tax year |
| G4.2 | Employee Management - Personnel records | HR | 6 years | Leaving date |
| G4.3 | Employee Management - Pension Files | HR | 6 years | Last pension payment (or Leaving Date if no pension due) |
| G5.1 | Organisational change - Organisation charts | HR | Permanent | Current year |
| G5.2 | Organisational change - Salary scales | HR | Permanent | Current year |
| G5.3 | Organisational change - Staff surveys | HR | 6 years | Current year |
| G6.1 | Policy and procedure development | HR | 2 years | Current year |
| G7.1 | Recruitment | HR | 1 year | Current year |
| H | Registration | Owner department | Retention | Retention Trigger |
| H1.1 | Registrants and candidates - Applicants | ORE, Registration Europe & Int | 10 years | Current year |
| H1.2 | Registrants and candidates - Registrants | | 100 years | DoB |
| H2.1 | Overseas Registration Examination - External examiner management | ORE | 6 years | End of contract |
| H2.2 | Overseas Registration Examination - Exam suppliers - contract management | ORE | 6 years | End of contract |
| H2.3 | Overseas Registration Examination - Exam suppliers - reporting | ORE | Permanent | Current year |
| H2.4 | Overseas Registration Examination - Booking lists | ORE | 6 years | Current year |
| H2.5 | Overseas Registration Examination - Results publication | ORE | Permanent | Current year |
| H2.6 | Overseas Registration Examination -Scripts and mark sheets | ORE | 6 years | Current year |
| H3.1 | Register management - DCP Register | | Permanent | Current year |
| H3.2 | Register management - Dentists register | | Permanent | Current year |
| H3.3 | Register management - Register extracts | Research | Permanent | Current year |
| H3.4 | Register management - Awards of CCST | | Permanent | Current year |
| H4.1 | Monitoring and reporting - Sample qualification documents | | 40 years | Current year |

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| H4.2 | Monitoring and reporting - Mail merge exports | | 1 year | Current year |
| H4.3 | Monitoring and reporting - ARF Close Out reports | | 15 years | Current year |
| H4.4 | Monitoring and reporting - Exams lists and logs | ORE | 6 years | Current year |
| H4.5 | Monitoring and reporting - Dentists casework monitoring | Registration Dentists Casework | 6 years | Current year |
| H4.6 | Monitoring and reporting - DCP casework monitoring | Registration Dentists Casework | 6 years | Current year |
| H5.1 | Annual Registration Fee calculations | Registration UK | 2 years | Current year |
| H5.2 | Annual Registration Fee close out reports | Registration UK | 15 years | Current year |
| H5.3 | Annual Registration Fee supplier management - Contract management | Registration UK | 6 years | End of contract |
| H5.4 | Annual Registration Fee supplier management - Supplier procurement | Registration UK | 2 years | Current year |
| H6.1 | Business name applications | Reg Ops | 6 years | Current year |
| H7.1 | Registration assessment - DCP Assessment panel - meetings | Registration Dentists Casework | 10 years | Current year |
| H7.2 | Registration assessment - Dentists Assessment panel - meetings | Registration Dentists Casework | 10 years | Current year |
| H7.3 | Registration assessment - Assessment panel training arrangements | Registration Dentists Casework | 2 years | Current year |
| H7.4 | Registration assessment - Assessment panel members | Registration Dentists Casework | 7 years | End of contract |
| H7.5 | Registration assessment - Assessment panel recruitment | Registration DCP Casework | 2 years | Current year |
| H8.1 | Legal consultation - Advice on DCP registration | Registration DCP Casework | 6 years | Current year |
| H8.2 | Legal consultation - Advice on Dentist registration | Registration Dentists Casework | 6 years | Current year |
| H8.3 | Legal consultation - Advice on Exams | Exams | 6 years | Current year |
| I | Fitness to Practise casework | Owner department | Retention | Retention Trigger |
| I1.1 | FtP casework - Assessment cases | Investigating Committee | 3 years | Case closed |
| I1.2 | FtP casework - Prosecution cases | CCM + ILPS | 6 years | Case closed |
| I2.1 | Registrant FTP history | | 100 years | DoB |
| I3.1 | Case contract management - External lawyers and experts | CCM + ILPS | 6 years | Current year |
| I3.2 | Case contract management - Contract monitoring | CCM | 6 years | End of contract |
| I3.3 | Case contract management - Advice from law firms | CCM | 6 years | End of contract |
| I4.1 | Monitoring and reporting - FTP Casework | FTP Casework | 6 years | Current year |
| I4.2 | Monitoring and reporting - ILPS | ILPS | 6 years | Current year |
| I4.3 | Monitoring and reporting - Case review | CRT | 6 years | Current year |

| J | Illegal Practice casework | Owner department | Retention | Retention Trigger |
|----------|---|-------------------------|------------------|--------------------------|
| J1.1 | Illegal practice prosecutions - Prosecution cases | IP | 6 years | Case closed |
| J2.1 | Contract management - Contract monitoring | IP | 6 years | End of contract |
| J3.1 | Monitoring and reporting - Monitoring of enquiries and outcomes | IP | 6 years | Current year |
| J3.2 | Monitoring and reporting - Case tracking | IP | 6 years | Current year |
| J3.3 | Monitoring and reporting - Team performance monitoring | IP | 6 years | Current year |
| J3.4 | Monitoring and reporting - Time tracking | IP | 6 years | Current year |
| J4.1 | Consultation - Experts reports and legal advice | IP | 6 years | Current year |
| J4.2 | Consultation - Internal consultation | IP | 6 years | Current year |
| J5.1 | Costs and recovery - Costs | IP | 6 years | Current year |
| J5.2 | Costs and recovery - Recovery | IP | 6 years | Current year |
| K | Dental standard setting | Owner department | Retention | Retention Trigger |
| K1.1 | Dental policy and standards - Decisions | Policy | 6 years | Current year |
| K1.2 | Dental policy and standards - Contact lists | Policy | 6 years | Current year |
| K1.3 | Dental policy and standards - Publication development | Policy + Standards | 2 years | Current year |
| K1.4 | Dental policy and standards - Log of changes | Standards | Permanent | Current year |
| K2.1 | Queries - Registrants and patients' queries | Standards | 2 years | Last entry |
| K2.2 | Queries - Digest of query responses | Standards | 10 years | Last entry |
| K3.1 | Research outputs - Research reports | Research | 10 years | Current year |
| K3.2 | Research outputs - Research data tables | Research | | Current year |
| K4.1 | Consultation results - Consultation reports | Policy + Standards | 6 years | Current year |
| K4.2 | Consultation results - Consultation responses | Standards | 6 years | Current year |
| L | Education standard setting | Owner department | Retention | Retention Trigger |
| L1.1 | Evaluation of providers - Submissions | Quality Assurance | Permanent | Current year |
| L1.2 | Evaluation of providers - Annual monitoring | Quality Assurance | 2 years | Current year |
| L1.3 | Evaluation of providers - Complaints | Quality Assurance | 3 years | Current year |
| L2.1 | Inspections - Inspections correspondence | Quality Assurance | 10 years | Current year |
| L2.2 | Inspections - Inspection reports | Quality Assurance | Permanent | Current year |
| L3.1 | Scheduling and monitoring - Evaluations | Quality Assurance | 10 years | Last entry |
| L3.2 | Scheduling and monitoring - Inspection schedules | Quality Assurance | 10 years | Current year |
| L3.3 | Scheduling and monitoring - Inspector management | Quality Assurance | 6 years | End of contract |
| L3.4 | Scheduling and monitoring - Inspector recruitment | Quality Assurance | 2 years | Current year |
| L4.1 | Policy work - Policy correspondence | Quality Assurance | 2 years | Current year |
| L4.2 | Policy work - Policy change justification | Quality Assurance | 50 years | Current year |
| L4.3 | Policy work - Policy development | Quality Assurance | 5 years | Current year |
| M | Unit Admin | Owner department | Retention | Retention Trigger |
| M1.1 | Unit admin | All | 2 years | Current year |
| M2.1 | Head of Unit - private | All | 2 years | Current year |