

THE EXECUTIVE OFFICE
Retention and Disposal Schedule

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Introduction

The Executive Office (TEO) is one of nine government departments headed by Ministers of the Northern Ireland Executive. The Department was renamed from the Office of the First Minister and deputy First Minister (OFMDFM) on 8th May 2016 by the Departments Act (Northern Ireland) 2016.

The First Minister and deputy First Minister, supported by the Junior Ministers, have overall political authority and accountability for all the Department's activities. They determine the strategic policy and resources framework for the Department.

The vision of TEO is wellbeing for all through improved relations, outcomes and governance.

The current functions of the Department include some long-standing areas of well-established responsibility that mirror some of the biggest challenges and opportunities facing society, including promoting equality, the oversight of the Executive's Together: Building a United Community programme, Good Relations programmes, the Racial Equality Strategy, work on Ending Violence Against Women and Girls and on supporting victims and survivors of the Troubles/Conflict.

TEO also leads on a range of specific, emergent policy issues that require cross departmental co-ordination or which have not sat easily within the responsibility of individual departments. Examples include supporting survivors of Historical Institutional Abuse and Mother and Baby Institutions. At the core of these issues is the protection and support of some of the most vulnerable people in our society. In addition TEO plays a role in ensuring we have effective contingency planning arrangements to protect the people who live in Northern Ireland, as well as delivery mechanisms aimed at improving public services. TEO also leads on International Relations on behalf of the Executive with offices in the US, China and Brussels.

Further information on the Department is available on the [TEO website](#).

Programme for Government (PfG)

The Department leads on the development and delivery of the Executive's Programme for Government. The PfG sets out the Executive's priorities and aims to provide a clear strategic direction to many of the policies, programmes, services and actions of government departments.

Arm's Length Bodies

The Department sponsors and works with a uniquely wide range of ALBs.

- Attorney General for Northern Ireland.
- Commissioner for Public Appointments for Northern Ireland.
- Commissioner for Survivors of Institutional Childhood Abuse.
- Commission for Victims and Survivors in Northern Ireland.
- Commissioner for the Ulster Scots and the Ulster British tradition.
- Historical Institutional Abuse Redress Board.
- Irish Language Commissioner.
- Maze/Long Kesh Development Corporation.
- Northern Ireland Community Relations Council.
- Northern Ireland Judicial Appointments Commission.
- Office of Identity and Cultural Expression.
- Strategic Investment Board Limited.
- The Equality Commission for Northern Ireland.

- Victims and Survivors Service.
- Victims' Payments Board.

Corporate and Operational Functions

Corporate functions are defined as those functions which are common to, and are undertaken by, all departments. Usually they are the administrative, housekeeping or support tasks which help to keep the department running and support departmental programmes and services. The following seven Corporate Functions form an integral part of TEO's record management structure.

- Accommodation and Services
- Audit and Accountability
- Financial Management
- Human Resource Management
- Information and Communication
- Strategic Management
- Technology and Telecommunications

Operational functions can be traced back to a department's business plan. They relate to why the department was established and describe the high-level issues for which it has responsibility as a result of mandate, delegation, legislation, policy, etc.

The schedules included at pages 10 - 22 of this document cover the retention and disposal of corporate and operational records created by TEO.

Purpose of the Retention and Disposal Schedule

This retention and disposal schedule identifies the disposal arrangements for all records created, inherited or received by TEO. These include records created by OFMDFM, and by previous administrations, which have been allocated to TEO in light of their subject matter. The schedule complies with the requirements of the Public Records Act (NI) 1923 and of the Disposal of Documents Order 1925. TEO is committed to ensuring that the records it creates will be properly maintained whilst in the custody of the Department. The actions stated in the schedule are applied irrespective of format.

Definition of a Record

For the purposes of this schedule a record is defined as information created, received and maintained as evidence by the Department in pursuance of legal obligations or in the transaction of business.

Information that is not defined as a record is that which is:

- Not required to meet legal, policy or financial obligations.
- Not needed to control, support or sustain government operations, program delivery, or administration.
- Not evidence required to account for government actions or decisions.

Roles and responsibilities in TEO

For this schedule to operate as intended all staff have an important role to play, not just the designated roles listed.

Permanent Secretary

The Permanent Secretary is the principal adviser to the First Minister and deputy First Minister for all departmental activities and is responsible for managing the Department, its staff and resources. The Permanent Secretary is responsible for ensuring that the Department complies with the requirements of legislation governing the management of records and with this schedule.

Senior Information Risk Owner (SIRO)

The SIRO is accountable to the Accounting Officer (the Permanent Secretary), is familiar with information risks, and leads the Department's response to those risks. The SIRO is the focus for the management of information risk and takes the lead in the strategic approach for managing the Department's information risks. In terms of the operation of this schedule, the SIRO would be alerted to any significant risks associated with retention and disposal of records including non-compliance.

Departmental Information Manager (DIM)

The DIM is the central point of contact on all records and information management activities. The DIM will co-ordinate the drafting of the retention and disposal schedule according to returns made by individual business areas, based on their administrative needs and legal obligations, and is the officer especially conversant with the Department's records. Their role will include compliance monitoring with the Public Records Act (NI), 1923, and access to information legislation and ensuring that the disposal actions specified in this schedule are carried out.

Data Protection Officer (DPO)

The DPO is appointed under the General Data Protection Regulations (UK GDPR) to monitor internal compliance, inform and advise on data protection obligations. The DPO is independent, an expert in data protection, and reports to the highest management level. The DPO can assist IAOs demonstrate compliance and is part of the enhanced focus on accountability with responsibility for ensuring the Department adheres fully with the requirements set out in the UK GDPR and the Data Protection Act (DPA) 2018. In terms of the operation of this schedule the DPO is available to provide advice on the processing of personal data which includes retention.

Information Asset Owners (IAOs)

The IAOs have a duty to ensure that their branches and staff comply with the requirements of legislation, regulations, codes of practice, policies and procedures affecting the management of information and records. As IAOs they should ensure that any information (particularly any personal data) they are responsible for is protected appropriately, and that the proper confidentiality, integrity and availability safeguards apply. Their role includes understanding what information their business areas hold, why they hold it, what it is used for, where it is held, for how long, who has access to it, ensuring it is available for all necessary purposes, and when/how it will be disposed of. Their understanding of the nature of the information they hold informs the requirements of the retention and disposal schedule.

All members of staff

All staff, regardless of grade, are responsible for documenting their actions and decisions on record and for maintaining records in accordance with the NICS and the Department's policies and procedures. They must also adhere to good practice and standards on information and records management and assurance and comply with all relevant legislation. All staff should have a working knowledge of the Content Manager (CM) File Plan – that includes the corporate classifications, and

the operational classifications that cover the functions of their business area. All staff must also have a basic understanding of Data Protection and Freedom of Information legislation.

Closing of Records

Electronic Records

The official repository for all NICS electronic records is RecordsNI – the electronic document record management system (EDRMS) administered via software - TRIM, HPRM, Content Manager (CM) and any successor. With regard to electronic records, which should all be held in the official repository, containers must be closed by staff in the business areas when the particular subject matter is completed. Containers should be closed as soon as they have ceased to be of active use, other than for reference purposes. If a container isn't closed by the business area it will remain open until closed by the automated part rule or by Information Management Unit (IMU) intervention once the container has reached two years of age. The standard NICS default part-rule will automatically close a container after 300 documents have been added, unless manually closed sooner.

When a record is due to be closed, the IMU will, in consultation with the business area, complete the applicable administrative procedures for closure. Closing a record means that no documents can be edited, and no further documents can be added. The record has now entered into its retention period but can continue to be used for reference purposes.

Retention Period

The retention period for each record is calculated from the point the record is closed. For example, if the retention period recorded on the schedule is 5 years, then a record closed on 10 October 2026 is retained until 10 October 2031.

Final Action

The final action applied in the schedule will be one of four disposal actions set out below, approved by the relevant IAO and the DIM and documented in retention and disposal logs.

Categories of Disposal

Destroy

Records must be disposed of securely and in line with departmental policy and procedures. The only exception to destruction is if the information is subject to an ongoing legal, audit or FOI case.

Business Areas should review the records, and unless one of the conditions set out in the previous paragraph applies, should mark for destruction. Destruction must be approved by IAOs - records will then be destroyed by IMU.

PRONI Appraisal

Records identified for PRONI Appraisal are those which may be of future historical/research value. PRONI officials will determine this when the records reach their appraisal date(s). PRONI first appraisal is carried out when the record has reached the end of its minimum retention period, and the relevant business area has confirmed there is no ongoing business need for the record. Any records selected at this stage must be retained by the Department until they reach the PRONI second appraisal stage.

The PRONI second appraisal is carried out when the record is approaching 20 years old (from year of closure or date of last paper) to allow for completion of sensitivity review, transfer, and quality assurance in time for inclusion in public release at 20 years old.

If PRONI deem there is no long-term value, the records can be destroyed in line with the process outlined in the 'Destroy' section above, otherwise they are transferred to PRONI, in line with policies and procedures.

Permanent Preservation by PRONI

This is based on a pre-determination of historical and evidential value; the records will transfer to PRONI as Northern Ireland public records for archival preservation, storage and access when they have reached the legal definition of historical records at 20 years old.

Permanent Retention by Department

The records are permanently retained in the Department for administrative or legislative purposes and will be managed in an accessible format within accredited record keeping systems. There is no legal basis to subsequently destroy such records unless this final action is revised by a subsequent retention and disposal schedule.

Principles

Retention and disposal principles outlined in this policy involve managing records throughout their lifecycle to ensure authorisation, implementation and accountability actions are applied. All records must be created and used to support and document evidence of business decisions and managed to meet ongoing business, regulatory or legislative requirements.

When records held by the Department have satisfied all business requirements and do not need to be retained indefinitely, they will be destroyed, appraised or transferred for permanent preservation to PRONI in accordance with the principles outlined in this retention and disposal schedule.

Principle 1: Retention and Disposal Authorisation

- The retention and disposal of records is authorised in line with the 1923 Act as well as the 1925 Order and by the development and maintenance of the retention and disposal schedule, laid at the Northern Ireland Assembly to take legal effect.
- The schedule will be signed by the required signatories.
- The following roles and responsibilities apply.
 - The Permanent Secretary will ensure that TEO complies with the requirements of legislation affecting the management of records, and with this supporting schedule.
 - The DIM will work closely with Directors and IAOs to ensure that the schedule is implemented.
- All retention and disposal decisions will be approved by IAOs.
- All retention and disposal decisions have been determined to ensure compliance with relevant legislative, regulatory, fiscal and business requirements. Final actions will be taken at the end of retention periods. Where possible specific details relating to when records are closed will be fully documented.
- Where necessary, a retention 'hold' will be placed on any records and information which are subject to investigations, Public Accounts Committee scrutiny, ongoing FOI/EIR and/or subject access requests/appeals for information, litigation or public inquiries to ensure continued access, and in all cases this process will be fully documented and time limited.

Principle 2: Implementation

- Operational procedures and forms are available to ensure efficient and effective implementation of retention and disposal decisions relating to all departmental records and information and are published on the Department's intranet.
- Records identified for transfer to PRONI for permanent preservation will be appropriately protected. This will involve appropriate access arrangements, metadata requirements relating to the authenticity, integrity, accessibility and usability of the record, classification, storage, package requirements for transfer and assessing information risks.
- The DIM will ensure that all records identified for transfer to PRONI are assessed for de-classification requirements and all relevant access recommendations in line with the Freedom of Information Act 2000, Environmental Information Regulations 2004 or Data Protection Act 2018.
- Records and information will only be transferred or destroyed in a manner which is secure and which is appropriate to their protective marking and content. Approved destruction of records and information will comply with Departmental information security and records management policies and guidelines and will be complete and irreversible for all media formats.

Principle 3: Accountability

- All retention and disposal actions will be fully documented to ensure compliance with this policy and schedule. Disposal records provide an overview of all actions undertaken in line with the schedule and will be permanently retained by Information Management Unit as evidence of compliance with this policy.
- The schedule will be reviewed every three years from the published date of the latest version (or earlier if required) to consider possible changes to legislative or regulatory requirements, ongoing business needs, legal action and administrative changes affecting the Department's functions or business activities.
- TEO reviewers undertaking and implementing retention and disposal actions will have appropriate knowledge of the functions and business activities and have their IAO approval for all final decisions. All IAOs are accountable for retention and disposal decisions undertaken in this policy and schedule.

Statement of Commitment to Preserving Records

TEO declares that it will take measures to ensure that all records in its custody will be appropriately stored and maintained while they are in its custody until either destroyed or transferred to PRONI for permanent preservation. These measures will include the following.

- Storing records in an appropriate environment, physical or electronic, on or off-site.
- Ensuring appropriate access control mechanisms are put in place to facilitate staff who require continued access to records and information but restrict others.
- Providing searching facilities, electronic or physical index systems, to ensure staff understand what they are holding or not holding.
- Putting in place auditing, finalising and backup policies and regularly testing business continuity procedures and plans for the use of vital records and information.

Annexes

Annex A provides a list of all signatories to this policy and schedule which will be laid with the Northern Ireland Assembly to take legal effect and operation.

Annex B provides a list of all Abbreviations and Definitions applied in this schedule.

Schedule 1 – Corporate Function – Accommodation and Services

Ref No	Class	Series (Records relating to)	Retention Period (Yrs)	Legislative Requirement / Business Need	Final Action
1.1	Accommodation and Facilities Management	Providing accommodation.	5	Business Need	Destroy
		Maintenance; fixtures and fittings; and structural works.	3	Business Need	Destroy
1.2	Providing Office Services and Equipment	Contract management.	7	Business Need	Destroy
		Ministerial transport for TEO – vehicle acquisition, logs, maintenance and disposal.	10	Business Need	Destroy
		Cleaning; mail and courier services; newspapers; waste and recycling.	5	Business Need	Destroy
		Allocation, disposal, maintenance and inventory of equipment ¹ .	5	Business Need	Destroy
1.3	Managing Security	Document, physical and personal security.	5	Business Need	Destroy
		Staff guidance.	Until superseded	Business Need	Destroy
		Pass system for staff.	End of period of occupation in a building	Business Need	Destroy
		Providing security advice, security reviews and reports.	10	Business Need	Destroy
1.4	Health and Safety	Risk assessment; training and guidance; and first aid.	5	Health and Safety at Work Act etc 1974	Destroy
		Fire safety.	3	Business Need	Destroy
		Asbestos records.	40	Control of Asbestos at Work Regulations (NI) 2003	Destroy
1.5	Business Area Records	Business Area records relating to local Accommodation and Services within a business area.	5	Business Need	Destroy
		Civil Contingencies Accommodation and Services including the former Regional Government Headquarters.	10	Business Need	PRONI Appraisal

¹ Furniture, mobile phones, DIAL Network, IT equipment, photocopiers and printers, protective wear, stationery etc

Schedule 2 – Corporate Function – Audit and Accountability

Ref No	Class	Series (Records relating to)	Retention Period (Yrs)	Legislative Requirement / Business Need	Final Action
2.1	Accountability	Internal control and risk management (including risk registers).	7	Business Need	Destroy
		Conflicts / Declarations of interest.	2	GDPR Article 5(e)	Destroy
		Departmental Board – meeting agendas and minutes.	5	Business Need	Permanent Preservation by PRONI
		Departmental Board – administration of meetings including meeting papers, organisation and board membership.	5	Business Need	PRONI Appraisal
2.2	Audit	Internal audit.	7	Business Need	Destroy
		External audit.	10	Business Need	PRONI Appraisal
2.3	Gifts and Hospitality	Ministerial and senior management gifts and hospitality registers.	5	Business Need	PRONI Appraisal
		Business area gifts and hospitality registers.	3	Business Need	Destroy
2.4	Counter-Fraud, Raising Concerns and Complaints	Cases that did not result in prosecution – allegations, investigations, inspections, reports and returns.	7	Business Need	Destroy
		Cases that resulted in prosecution– allegations, investigations, inspections, reports and returns.	10	Business Need	PRONI Appraisal
2.5	Sponsorship of TEO Arm’s Length Bodies (ALB)	Sponsorship of TEO Arm’s Length Bodies ² including ALB corporate governance.	7	Business Need	PRONI Appraisal
		ALB budgetary oversight.	7	Business Need	Destroy
2.6	Working Groups and Committees	Internal and external working groups and committees for example Audit and Risk Assurance Committee and Major Business Case Committee.	7	Business Need	PRONI Appraisal
2.7	Business Area Records	Business area records relating to local audit and accountability within a business area.	7	Business Need	Destroy
		North / South Ministerial Council records relating to audit and accountability.	10	Business Need	PRONI Appraisal

² Attorney General for NI, Commissioner for Public Appointments for NI, Commissioner for Survivors of Institutional Childhood Abuse, Commissioner for Victims and Survivors in NI, Commissioner for the Ulster Scots and the Ulster British tradition, Equality Commission for NI, Historic Institutional Abuse Redress Board, Irish Language Commissioner, Maze/Long Kesh Development Corporation, NI Community Relations Council, NI Judicial Appointments Commission, Office of Identity and Cultural Expression, Strategic Investment Board Limited, Victims and Survivors Service, Victims’ Payments Board.

Schedule 3 – Corporate Function - Financial Management

Ref No	Class	Series (Records relating to)	Retention Period (Yrs)	Legislative Requirement / Business Need	Final Action
3.1	Budgetary Management	Budget estimates, preparation, reporting and monitoring.	7	National Audit Requirement	Destroy
3.2	Account Preparation	Management and resource accounts and journals.	7	National Audit Requirement	Destroy
3.3	Processing Payments and Receipts	Invoices, payments, procurement, retained finance, transactions and petty cash.	7	Business Need	Destroy
3.4	Financial Governance	Expenditure appraisal, test drilling, sponsorship arrangements, financial advice and guidance.	7	Business Need	Destroy
3.5	Financial Audit	Audit assurance and internal audit.	7	Business Need	Destroy
3.6	Financial Projects	All records relating to TEO led ad-hoc financial projects and TEO input to other financial projects.	7	Business Need	PRONI Appraisal
3.7	Finance Input to Ministerial business	Finance input to AQs, PQs, briefings, speeches etc., Executive and Assembly Committees.	7	Business Need	Destroy
		Finance input to Departmental Board.	7	Business Need	Destroy
3.8	Administering Travel unit	Travel unit booking and invoicing.	7	Business Need	Destroy
3.9	Financial Guidance and Procedures	Guidance, procedures and training.	7	Business Need	Destroy
3.10	Finance Returns	Returns received from TEO cost centres including monthly accruals, fixed assets etc.	7	Business Need	Destroy
3.11	TEO Funding and payments	The administration of TEO funding of external schemes, bodies or programmes.	7	Business Need	Destroy
3.12	Business Area Records	Business area records relating to local financial management within a business area.	7	Business Need	Destroy

Schedule 4 – Corporate Function – Human Resource Management

Ref No	Class	Series (Records relating to)	Retention Period (Yrs)	Legislative Requirement / Business Need	Final Action
4.1	Training and Development	Records relating to: non-CAL Training; targeted training sourced or delivered by the Department; and learning plans.	5	Business Need	Destroy
		Legislation training.	5	Business Need	Destroy
4.2	Staffing	Records relating to attendance, performance management, management of posts, temporary promotion and agency staff.	5	Business Need	Destroy
		Records relating to individual managing attendance cases.	3 months	In line with HR Connect guidance on managing sick absence	Destroy
		Ministerial Special Advisers.	7	Business Need	PRONI Appraisal
4.3	Discipline	Records relating to discipline.	1 year after any sanction period is spent	Business Need	Destroy
4.4	Business Area Section	Business area records relating to local human resource management within a business area.	5	Business Need	Destroy

Schedule 5 – Corporate Function - Information and Communication

Ref No	Class	Series (Records relating to)	Retention Period (Yrs)	Legislative Requirement / Business Need	Final Action
5.1	Access to Information	FOI/EIR Requests (including those handled under line of business); internal reviews; and FOI tracking system.	2	Business Need	Destroy
		ICO appeals.	5	Business Need	Destroy
		Publication scheme.	5	Business Need	Destroy
		Monitoring FOI impact – weekly and annual FOI reports.	3	Business Need	Destroy
		FOI section 4 and 5 orders.	5	Business Need	Destroy
5.2	Data Protection	Data protection compliance including data protection impact assessments, privacy notices, MOUs and contracts.	3	Business Need	Destroy
		Subject access requests.	2	Business Need	Destroy
		Data sharing agreements.	3 years after agreement expires	Business Need	Destroy
		Data protection policies and procedures.	Until superseded	Business Need	Destroy
		Data breaches / logs.	5	Business Need	Destroy
5.3	Information Assurance	Information asset register.	10 or Until superseded	Business Need	Destroy
		Data protection health checks.	5	Business Need	Destroy
		Information asset owners – guidance and training.	Until superseded	Business Need	Destroy
5.4	Records Management	Annual sensitivity reviews – records relating to the co-ordination of the annual sensitivity review process.	5	Business Need	Destroy
		Researcher access requests.	5	Business Need	Destroy
		Retention and disposal schedule development.	Retain permanently	Business Need	Permanent Retention by Departmental
		Retention and disposal implementation – disposal of electronic and hard copy records, sensitivity reviews, transfer of records to PRONI.	Retain permanently	Business Need	Permanent Retention by Department
		Content manager administration and management.	3	Business Need	Destroy
		Content manager container request forms.	1	Business Need	Destroy
		Content manager file plan development.	5	Business Need	Destroy
		Policy, procedures and guidance.	Until superseded	Business Need	Destroy

5.5	Press and Public relations	Media relations and media monitoring including press clippings.	5	Business Need	Destroy
		Press releases.	7	Business Need	Destroy
		Internal communications and records including pen pictures and biographies.	5	Business Need	Destroy
		General enquiries received externally.	2	Business Need	Destroy
5.6	Marketing	Advertising and promotion, events management, publications.	5	Business Need	Destroy
5.7	Website and digital communications	Social media, website and intranet articles.	5	Business Need	Destroy
5.8	Public Appointments	Records relating to an individual public appointment (including reappointments).	7 years after appointment ends	Department of Finance and Personnel DAO 08/07	Destroy
		Records relating to an individual public appointment where there has been an investigation or prosecution.	10 years after appointment ends	Department of Finance and Personnel DAO 08/07 Addendum	PRONI Appraisal
		Records relating to unsuccessful public appointment applicants.	3 years from completion of process	Business Need	Destroy
		Records relating to the administration of public appointment selection processes.	5 years from completion of process	Business Need	Destroy
		Public appointments advice and guidance.	5	Business Need	Destroy
5.9	Inter-departmental working groups	Membership of inter-departmental working groups where TEO is not the lead Department.	5	Business Need	Destroy
5.10	Business Area Section	Records relating to local information and communication within a business area.	5	Business Need	Destroy

Schedule 6 – Corporate Function – Strategic Management

Ref No	Class	Series (Records relating to)	Retention Period (Yrs)	Legislative Requirement / Business Need	Final Action
6.1	Advice	High level advice (except legal) provided or received by the Department on substantial aspects of departmental functions, responsibilities, obligation and liabilities.	5	Business Need	PRONI Appraisal
6.2	Business improvement, Performance and Planning	Performance monitoring; reviews and reports; and operational business plans.	5	Business Need	Destroy
		Agreed corporate business plans.	20	Business Need	Permanent Preservation by PRONI
6.3	Co-ordination of Departmental Business	Records relating to TEO coordination of official responses including correspondence cases, treat official cases and invitations.	5	Business Need	PRONI Appraisal
6.4	Corporate engagement	Corporate / departmental Induction, organisational development, staff engagement and team briefing.	5	Business Need	Destroy
6.5	Departmental Policies and Procedures	Administrative policy e.g. finance and complaint etc. Operational procedures and guidance.	Until superseded	Business Need	Destroy
6.6	Planning	Business continuity.	5	Business Need	Destroy
6.7	Projects	Development, implementation, review and closure of projects where the Department has major input; is the principal driver; or administering the funding.	10	Business Need	PRONI Appraisal
6.8	Legal Services	Legal Action. Litigation and advice.	5 years after final decision	Business Need	Destroy
		Judicial reviews.	10	Business Need	PRONI Appraisal
6.9	Business Area Sections	Business Area records relating to local Strategic Management within a business area.	5	Business Need	Destroy

Schedule 7 – Corporate Function – Technology and Telecommunications

Ref No	Class	Series (Records relating to)	Retention Period (Yrs)	Legislative Requirement / Business Need	Final Action
7.1	Application and System Support	Implementation, ongoing development and maintenance of IT systems, web presence and other initiatives to meet departmental needs.	10	Business Need	Destroy
		IT service requests.	3	Business Need	Destroy
		IT guides and templates.	5	Business Need	Destroy
7.2	Business relationship Management	SLA management with IT Assist, internal and external working groups and committee records.	5	Business Need	Destroy
7.3	Cyber / IT security	Cyber security reviews, incidents, reports and decisions.	7	Business Need	Destroy
7.4	IT Governance	Governance records for IT systems, assurance and audit.	7	Business Need	Destroy

Schedule 8 – Operational Functions

Ref No	Class	Series (Records relating to)	Retention Period (Yrs)	Legislative Requirement / Business Need	Final Action
8.1	Administering the Honours System	Papers relating the New Years and Birthday Honours lists.	20	Business Need	PRONI Appraisal
		Public nomination working papers.	7	Business Need	Destroy
		Queens Award for Voluntary Service; engaging with NI Departments and Lord Lieutenants; Imperial Service Medal; and medals for gallantry.	5	Business Need	PRONI Appraisal
8.2	Analytical and Research Services	NISRA research.	5	Business Need	Destroy
		Statistics and research publications.	Retain Permanently	Business Need	Permanent Retention by Department
		Databases and code.	Retain Permanently	Business Need	Permanent Retention by Department
8.3	NI Assembly / Assembly Committees	Scheduling of TEO business in the Assembly and TEO interaction with the Assembly.	20	Business Need	Destroy
		Guidance on Assembly procedures.	20	Business Need	Destroy
		TEO interaction with Committees of the Northern Ireland Assembly – papers to support Ministers and TEO officials at the Committees including briefings, input to Committee Forward Plan and provision of evidence to the Committee.	20	Business Need	PRONI Appraisal
		Co-ordination of responses to TEO Assembly Questions.	5	Business Need	Destroy
8.4	British Irish Council	Papers relating to ministerial attendance at meetings and hosting of the British Irish Council.	10	Business Need	PRONI Appraisal
8.5	Anniversaries, Centenaries and Birthdays,	Papers relating to the secretariat function for congratulatory messages to mark special birthdays or wedding anniversaries.	7	Business Need	PRONI Appraisal
8.6	Chief Scientific and Technology Advisor	Research and development; regional strategy; areas of research interest; advice and guidance provided by CSTA; artificial intelligence projects; and women in STEM.	10	Business Need	PRONI Appraisal
8.7	Civil Contingencies	Contingency planning, building resilience, civil contingency policies, civil contingencies exercises, cyber security and NI Hub.	10	Business Need	PRONI Appraisal
8.8	Climate Change and Green Growth	Oversight committee and climate action plan.	7	Business Need	PRONI Appraisal
8.9	Communities in Transition	Project delivery.	7	Business Need	PRONI Appraisal
8.10	Compact Civil Advisory Panel	Reconstitution of the Compact Civil Advisory Panel.	7	Business Need	PRONI Appraisal
8.11	Covid -19 Pandemic	TEO response to pandemic.	20	Business Need	Permanent Preservation by PRONI
		Covid Inquiry.	20	Business Need	Permanent Preservation by PRONI
8.12	Decisions taken by Departments in the absence of an Executive		20	Business Need	PRONI Appraisal
8.13	Economic Appraisal	Advice and guidance on the development of business cases.	5	Business Need	Destroy

Ref No	Class	Series (Records relating to)	Retention Period (Yrs)	Legislative Requirement / Business Need	Final Action
8.14	Economic Briefings and Research	Economic analysis and advice on the development of departmental strategy and policies.	5	Business Need	PRONI Appraisal
8.15	Economic infrastructure and regeneration	Advice and guidance to NI Executive and senior officials.	7	Business Need	PRONI Appraisal
		Provision of advice on infrastructure investment.	5	Business Need	PRONI Appraisal
8.16	Elections and electoral reform		10	Business Need	PRONI Appraisal
8.17	Ending Violence against Women and Girls	EVAWG strategy development.	7	Business Need	PRONI Appraisal
8.18	European Strategy	EU future relations project; EU future relations inter-departmental steering group; EU Presidency briefings; and Flanders Steering Group European co-operation.	5	Business Need	PRONI Appraisal
8.19	Ex-Prisoner Programmes	Programme development and delivery.	7	Business Need	PRONI Appraisal
8.20	Executive Legislative Programme	Papers relating to the Executive's overall legislative programme.	5	Business Need	PRONI Appraisal
		Legislative procedures and guidance.	20	Business Need	PRONI Appraisal
8.21	Flag Flying		5	Business Need	PRONI Appraisal
8.22	Funding provided by TEO	Business case approval and verification for funding provided by TEO.	7	Business Need	Destroy
8.23	Garden Parties		5	Business Need	PRONI Appraisal
8.24	Head of the Civil Service	Meetings with political party leaders.	20	Business Need	PRONI Appraisal
		Strategic contingency planning.	20	Business Need	PRONI Appraisal
		HOCS diaries.	20	Business Need	Permanent Preservation by PRONI
		Permanent Secretary stocktake meetings.	20	Business Need	PRONI Appraisal
		HOCS led programmes including Putting Science, Technology and Data at the heart of NI Government, Stakeholder Relationship Management System and Afghanistan.	20	Business Need	PRONI Appraisal
		HOCS input to cross-cutting issues including Covid-19, Brexit and RHI.	20	Business Need	PRONI appraisal
8.25	Historic Institutional Abuse	Maintaining TEO relationship with HIA stakeholders.	5	Business Need	PRONI Appraisal
8.26	Historic Institutional Abuse Inquiry	Records relating to TEO participation in the HIA inquiry.	10	Following closure of inquiry	PRONI Appraisal
8.27	Holocaust Memorial Day		5	Business Need	PRONI Appraisal
8.28	International Relations	Co-ordination of inward visits to NI; correspondence with consulates and honorary consulates in NI; correspondence with FCDO; and Post-EU Exit Implementation Programme Board.	20	Business Need	PRONI Appraisal

Ref No	Class	Series (Records relating to)	Retention Period (Yrs)	Legislative Requirement / Business Need	Final Action
8.29	Intergovernmental Relations	Papers relating to IMGs; IMSC; the Prime Minister and Heads of Devolved Governments Council; and the East West Council.	10	Business Need	PRONI Appraisal
8.30	Institutional Review	Records relating to any review of Government and NICS institutions undertaken by TEO.	20	Business Need	PRONI Appraisal
		Devolution of Policing and Justice.	20	Business Need	PRONI Appraisal
8.31	Ireland/Northern Ireland Protocol	Withdrawal Agreement Joint Committee, Specialised Committee, and Joint Consultative Working Group. EU-UK Trade and Cooperation Agreement and Partnership Council.	5	Business Need	PRONI Appraisal
8.32	Legislative Programme	Development of primary/secondary legislation.	20	Business Need	PRONI Appraisal
8.33	Ministerial Support	Ministerial briefing; Ministerial correspondence including brokerage; response to Assembly Questions; general enquiries; Ministerial submissions; Ministerial diaries; and Ministerial meetings with stakeholders.	20	Business Need	Permanent Preservation by PRONI
8.34	NICS policy Community	Secretariat.	5	Business Need	Destroy
8.35	North Belfast Programmes	Programme development and delivery.	7	Business Need	PRONI Appraisal
8.36	North South Ministerial Council	Operation of the NSMC. Working groups, committees and meetings. North-West Gateway Initiative.	10	Business Need	PRONI Appraisal
8.37	Operation of the NI Bureaux Overseas	Records on the operation and support provided to the NI Bureaux Overseas (Brussels, China and Washington). Records held by the Bureaux themselves should be retained in line with the relevant class set out in this schedule.	7	Business Need	PRONI Appraisal
8.38	PEACE IV and PEACE PLUS Funding	PEACE IV Funding (operational aspects).	3yrs from date of receipt of final fund payment from European Commission	EU Regulations regarding the PEACE IV programme	Destroy
		PEACE PLUS Funding (operational aspects).	5 yrs from 31 December of year in which the last payment is made from the managing authority to the beneficiary	EU Regulations regarding the PEACE PLUS Programme	Destroy
8.39	Permanent Secretary diaries		20	Business Need	Permanent Preservation by PRONI
8.40	Policy Development	All papers relating to the development of policy by TEO including Period Products, Armed Forces Covenant, Childcare Strategy, Age (Goods Facilities and Services), HIA, Truth Recovery Programme and Victims and Survivors.	20	Business Need	PRONI Appraisal
8.41	Political Agreements	All records relating to St Andrews Agreement, Hillsborough Agreement, Stormont House Agreement, Fresh Start Agreement and New Decade New Approach.	20	Business Need	Permanent Preservation by PRONI
8.42	Programme for Cohesion, Sharing and Integration		7	Business Need	PRONI Appraisal
8.43	Programme for Government and NICS of the Future	Development, implementation, monitoring and reporting in respect of the Programme for Government.	10	Business Need	PRONI Appraisal
8.44	Providing support for the Executive Committee	Meetings of the Executive - agendas, minutes and papers.	20	Business Need	Permanent Preservation by PRONI

Ref No	Class	Series (Records relating to)	Retention Period (Yrs)	Legislative Requirement / Business Need	Final Action
		Urgent decisions by the Executive.	20	Business Need	Permanent Preservation by PRONI
8.45	Public Sector Reform and Delivery	Public Sector Transformation Board – agendas, minutes and papers.	7	Business Need	PRONI Appraisal
		Administration of the Public Sector Transformation Fund.	7	Business Need	PRONI Appraisal
		Monitoring of public sector transformation initiatives.	7	Business Need	PRONI Appraisal
8.46	Racial Equality Delivery	Delivery of Racial Equality Strategy. Racial Equality Subgroup.	7	Business Need	PRONI Appraisal
8.47	Refugee and Asylum Support	Local delivery of resettlement and visa schemes – operational.	7	Business Need	Destroy
		Local delivery of resettlement and visa schemes – policy.	7	Business Need	PRONI Appraisal
		TEO input to UK asylum scheme policy.	7	Business Need	PRONI Appraisal
		Case information, participation and practice rights and complaints.	3	Business Need	Destroy
		Development and delivery of Refugee Integration Strategy and Thematic Delivery Plan.	5	Business Need	PRONI Appraisal
		Governance and engagement of the Tactical Delivery Group, Voluntary and Community Sector Forum, Council Engagement Group, NI Governance Board, and Move On Delivery Group.	5	Business Need	Destroy
		Development of new plan for immigration.	5	Business Need	PRONI Appraisal
		Strategic Planning Group (Refugees and Asylum).	7	Business Need	PRONI Appraisal
8.48	Regeneration of RRI sites	Building condition surveys.	25	Business Need	PRONI Appraisal
		Project documentation.	10	Business Need	PRONI Appraisal
		Asbestos inspections.	40	The Control of Asbestos Regulations 2012	Destroy
8.49	RHI Inquiry	Records relating to TEO participation in the RHI inquiry.	10	Following closure of inquiry	PRONI Appraisal
8.50	Review of Public Administration	Policy development and central co-ordination.	5	Business Need	PRONI Appraisal
8.51	Secretariat of NICS Board Meetings	Minutes, agendas and briefings.	7	Business Need	PRONI Appraisal
8.52	Secretary of State Reports	Summary reports issued to the Secretary of State on the operation of the Executive.	20	Business Need	Permanent Preservation by PRONI
8.53	Section 75 and Human Rights	Records relating to the promotion of Section 75 and human rights.	5	Business Need	PRONI Appraisal
		Northern Ireland Memorial Fund.	3	Business Need	PRONI Appraisal

Ref No	Class	Series (Records relating to)	Retention Period (Yrs)	Legislative Requirement / Business Need	Final Action
8.54	Social Investment Fund	Implementation and delivery of the Social Investment Fund.	7	Business Need	PRONI Appraisal
8.55	Statutory Publications	Index of Statutory Rules.	10	Business Need	Destroy
		Procedures.	10	Business Need	Destroy
		Law database - records relating to updates to primary and secondary legislation.	7	Business Need	PRONI Appraisal
		Publications – records relating to the preparation and publication of statutory legislation.	5	Business Need	Destroy
		Powercards – records relating to updates to historical legislation.	20	Business Need	Permanent Retention by Department
8.56	Transfer of Functions 2016		10	Business Need	PRONI Appraisal
8.57	Travel Agents Scheme		5	Business Need	Destroy
8.58	Truth Recovery Programme	Implementation and administration of the TRP including development of programme management business cases.	7	Business Need	PRONI Appraisal
		Maintaining relationships with TRP stakeholders.	7	Business Need	PRONI Appraisal
8.59	United Communities	United Communities strategy; Urban Villages; Summer Camps programme; Flags Identify Culture and Traditions; Good Relations programmes; and Planned Interventions programmes.	7	Business Need	PRONI Appraisal
		United Communities funding.	7	Business Need	Destroy
		TEO input to the Joint Forum: Public Sector and Voluntary & Community Sector – Concordat Review and Development.	5	Business Need	Destroy
8.60	Victims and Survivors	Strategy and awareness.	7	Business Need	PRONI Appraisal
		Implementation and administration of Victims' Payments Scheme.	10	Business Need	PRONI Appraisal

Annex A - Signatories

The Executive Office Retention and Disposal Schedule

Prepared as required by the Public Records Act (Northern Ireland), 1923 and in accordance with the Rules made pursuant thereto, approved by Order in Council dated 20th January 1925.

Moirá Doherty, Interim Permanent Secretary, TEO

Patrick Longmore, Departmental Information Manager, TEO

Emer Morelli, Permanent Secretary, Department for Communities.

David Huddleston, Director, PRONI.

Wesley Geddis, Acting Head of Records Management, Cataloguing and Access, PRONI.

Annex B - Abbreviations and Definitions

ALB	Arm's Length Body
CAL	Centre for Applied Learning
CM	Content Manager
DIM	Departmental Information Manager
DPO	Data Protection Officer
EDRMS	Electronic document and Record Management system
EIR	Environmental Information Regulations
FCDO	Foreign, Commonwealth & Development Office
FOI	Freedom of Information
GDPR	General Data Protection Regulation
HIA	Historical Institutional Abuse
HOCS	Head of the Civil Service
IAO	Information Asset Owner
ICO	Information Commissioner's Office
IMG	InterMinisterial Groups
IMSC	InterMinisterial Standing Committee
IMU	Information Management Unit
MOU	Memorandum of Understanding
NICS	Northern Ireland Civil Service
NISRA	Northern Ireland statistics and Research Agency
OFMDFM	Office of the First Minister and deputy First Minister
PFG	Programme for Government
PRONI	Public Record Office of Northern Ireland
RHI	Renewable Heating Incentive
RRI	Reinvestment and Reform Initiative
TEO	The Executive Office
TRP	Truth recovery Programme
SIRO	Senior Information Risk Owner
SLA	Service Level Agreement