

Function Description	Examples of Records	Retention Action
CORPORATE INFORMATION		
Planning And Reporting	<p>The corporate planning and reporting activities</p> <ul style="list-style-type: none"> • Corporate Plans • Strategy Plans • Business Plans • Annual Reports 	<p>Permanent – Public Record</p> <p>Transfer to place of deposit after administrative use is concluded</p>
Statutory Returns and Reports	<p>The process of preparing information to be passed on to Isle of Man government as part of statutory requirements</p> <ul style="list-style-type: none"> • Reports to IOM government 	<p>Transfer to place of deposit after administrative use is concluded</p> <p>Destroy 7 years from closure</p>
Statutory Reports	<ul style="list-style-type: none"> • Reports and codes of practice laid before Tynwald (section 48 DPA) • Reports to Parliamentary Committees 	<p>Permanent – Public Record</p>
Policy, Procedures, Strategy and Structure	<p>Activities that develop policies, procedures, strategies and structures</p> <p>Policy, procedure, precedent, instructions</p> <ul style="list-style-type: none"> • Organisation charts • Records relating to policy implementation and development 	<p>Permanent – Public Record</p> <p>Transfer to place of deposit after administrative use is concluded.</p>
Quality and Performance Management	<p>The process of monitoring or reviewing the quality, efficiency, or performance of the Office</p>	<p>Transfer to place of deposit after administrative use is concluded</p> <p>Destroy 5 years from closure</p>

Media Relations	Process of interaction with the media Media publications concerning the Office <ul style="list-style-type: none"> • Press cuttings • Media reports 	Destroy 3 years from closure Permanent – Public Record. Transfer to place of deposit after administrative use is concluded
Whistleblowing Files		Destroy 12 years after closure
External general complaints about the Office		Transfer to place of deposit after administrative use is concluded Destroy 6 years after closure
Publications and Materials	Advice and guidance notes	Keep 2 copies permanently for ODPS reference
PERSONNEL ADMINISTRATION		
Generally undertaken by Office of Human Resources on behalf of the Commissioner		
Recruitment Records Notes	The selection of an individual for an established position, e.g. <ul style="list-style-type: none"> • Advertisements • Applications • Referee reports • Interview reports • Unsuccessful applicants 	Destroy 1 year after recruitment has been finalised. (Excludes any correspondence or documents relating to successful candidate – transfer to OHR)
Staff Monitoring	Performance, e.g. <ul style="list-style-type: none"> • Probation reports • Performance plans Process of monitoring staff leave and attendance <ul style="list-style-type: none"> • Sick leave • Jury service • Study leave • Special and personal leave • Flexitime sheets • Leave applications • Annual leave 	Destroy 5 years after action completed Destroy 2 years after action completed
Employee Files	Records of formal disciplinary actions in employee file.	Retain for review 6 years after last action Transfer summary to OHR if employment ceases prior to review date.

Grievances	Management of staff grievances. Records of formal grievances in employee file.	Retain both paper and electronic for review 6 years after last action Transfer summary to OHR if employment ceases prior to review date.
Termination of employment	Termination of employment as it relates to ODPS staff e.g. Early retirement and severance, Age retirement, Death in service, Redundancy. Records relating to individual employee files.	Undertaken by OHR on behalf of the Commissioner
Staff Health and Safety	Management of health and safety as it relates to ODPS staff. Individual health records	Transfer to OHR for retention on completion
Personal Development Review	Staff annual appraisals	Destroy 6 years after date of review or transfer to OHR if employment ceases prior to this date.

FINANCIAL MANAGEMENT

Accounts & Audit Reporting	<p>The process that consolidates financial transactions on an annual basis for corporate reporting purposes, e.g.</p> <ul style="list-style-type: none"> • Consolidated annual reports • Consolidated financial statements • Statement of financial position • Operating statements • General ledger <p>The process that supports and consolidates financial transactions on a periodic (less than annual) basis, superseding those from the previous period. Does not include journals and subsidiary ledgers and cash books, e.g.</p> <ul style="list-style-type: none"> • Consolidated monthly & quarterly reports • Consolidated monthly & quarterly financial statements • Working papers for the preparation of the above 	<p>Permanent – Public Record. Transfer to place of deposit after administrative use is concluded</p> <p>Undertaken by Treasury on behalf of the Commissioner</p> <p>Destroy 2 years after administrative use is concluded</p>
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	<ul style="list-style-type: none"> • Cashflow statements • Creditor listings and reports <p>Processes that balance & reconcile financial accounts, e.g.</p> <ul style="list-style-type: none"> • Reconciliation • Summaries of accounts 	<p>Destroy 2 years after administrative use is concluded</p>
Financial Transactions Management	<p>Management of the approvals process for purchase</p> <ul style="list-style-type: none"> • Arrangements for the provision of goods and/or services <p>Identification of the receipt, expenditure and write offs of public monies, e.g.</p> <ul style="list-style-type: none"> • Allowances • Government Orders • Invoices • Credit card statements • Cash books • Receipts • Bank statements • Journals (annual) • Vouchers 	<p>Transfer to place of deposit after administrative use is concluded Destroy 7 years after the end of the financial year in which the records were created</p> <p>Transfer to place of deposit after administrative use is concluded Destroy 6 years after the conclusion of the financial transaction that the record supports. This period may be reduced with the agreement of Customs and Excise and/or the Inland Revenue</p>
Financial Provisions Budgets and Estimates	<p>The process of finalising annual budget</p>	<p>Permanent – Public Record. Transfer to place of deposit after administrative use is concluded Only the final version of the annual budget needs to be kept Undertaken by Treasury on behalf of the Commissioner</p>
REGULATORY ACTIVITIES - The resolution of complaints and provision of advice.		
Complaints made to the Commissioner	<p>Information relating to individual complaints submitted under the Data Protection Act, Freedom of Information Act and Unsolicited Communications Regulations.</p>	<p>Permanent – Public Record Transfer to place of deposit after 2 years Transfer to PRO 6 years from closure - Preserve cases, marking as confidential and containing personal data and keep closed for 80 years</p> <p>(confidentiality of information - Data Protection Act 2002 – section 54)</p>

	Freedom of Information Act – copies of withheld information supplied by public authorities	Destroy, or return to public authority if requested, 6 months after issue of Decision Notice or Appeal.
Customer Contact	Responding to requests for advice Potential complaints Providing early complaint resolution	Review 1 years after folder closure then destroy Review 3 years after folder closure then destroy Review 3 years after folder closure then destroy
Decision Notices	The administration of the decision notice sign off process.	Permanent – Public Record. Decision notices are published on the website
Enforcement Notices	The administration of the enforcement notice sign off process.	Permanent – Public Record. Enforcement notices are published on the website
Appeals/referrals to Data Protection Tribunal	The handling of appeals or referrals to the Data Protection Tribunal	Permanent – Public Record Transfer to place of deposit after 2 years Transfer to PRO 6 years from closure (Limitations Act)
FOI Appeals	The handling of appeals against IC decisions under the Freedom of Information Act	Permanent – Public Record Transfer to place of deposit after 2 years Transfer to PRO 6 years from closure (Limitations Act)
Good Practice Advice	Advice issued to data controllers in respect of complaints received where no enforcement action taken	Permanent – Public Record Transfer to place of deposit after 2 years Transfer to PRO 6 years from closure - Preserve cases, marking as confidential and containing personal data and keep closed for 80 years (confidentiality of information - Data Protection Act 2002 – section 54)
NOTIFICATION AND REGISTRATION		
Administration	New registration documentation	Retain for 3 years after registration

<p>of the Notification and registration process</p>	<p>Changes: Minor (e.g. contact details)</p> <p>Major (purpose changes)</p> <p>Renewal documentation:</p> <p>Database register entries:</p>	<p>expires/cancelled</p> <p>Destroy 1 year after date of change</p> <p>Retain for 3 years after registration expires/cancelled</p> <p>Destroy 2 years after renewal date</p> <p>Retain for 6 years after registration expires/cancelled</p>
<p>PRO requirements</p>	<p>If any major change to the notification/registration process occurs, samples of register entries across various categories of data controller to be retained.</p>	<p>Permanent – Public Record Transfer to PRO</p>