



Retention Schedule

Governance and Performance

Created: July 2004 (archived)
 Updated: May 2016 (archived)
 Updated: March 2019 (current)

Ref	Section	Records Series	Retain	Fate	Notes
PE01	Governance and Performance	Best value Submissions to SAA	Cy +1	D	
PE02	Governance and Performance	Internal Audit Reports	p	C	Until new report on same subject matter
PE03	Governance and Performance	External Audit Reports	P	C	Until new report on same subject matter
PE04	Governance and Performance	Service Plan	Cy + 3	D	Or cy + currency of service plan
PE05	Governance and Performance	Our Core Purpose & Vision	Cy + 3	D	Or cy + currency of service plan
PE06	Governance and Performance	Public Performance Report	Cy + 3	D	Or cy + currency of service plan
PE07	Governance and Performance	Competence Initiative Ref Guide	T	D	
PE08	Governance and Performance	Training Evaluation Forms	C	D	Until the analysis exercise has been completed
PE09	Governance and Performance	Customer Care Questionnaires	C	D	Until analysis exercise has been completed
PE10	Governance and Performance	Joint Board Reports	P	P	
PE11	Governance and Performance	Recording of Actions of monthly Management	C	D	Recordings on recording equipment card are destroyed after the production of minutes (no later than 1 week)

C= while record current, Cy = current/current year, T = until termination, D = destroy, P = permanent, A = archive, R = review
 All retention periods given in years unless otherwise stated.

Ref	Section	Records Series	Retain	Fate	Notes
PE12	Governance and Performance	Team Meeting Recording of meetings on hand held voice recording device	C	D	Recordings on hand held voice recording device are erased after the production of the minutes of each individual meeting (no later than 1 week).