

Asset Title	Directorate	Business Classification: Retention and Disposal
SAU publishing reports	Office for the Internal Market and Subsidy Advice Unit	Review 10 years from date record last modified
Stakeholder engagement	Office for the Internal Market and Subsidy Advice Unit	Review 10 years from date record last modified
Subsidy monitoring	Office for the Internal Market and Subsidy Advice Unit	Review 10 years from date record last modified
SAU Casework Data	Office for the Internal Market and Subsidy Advice Unit	Review 10 years from date record last modified
Government Requests - Reports and Advice	Office for the Internal Market and Subsidy Advice Unit	Review 10 years from date record last modified
Discretionary reviews and reports	Office for the Internal Market and Subsidy Advice Unit	Review 10 years from date record last modified
Annual report	Office for the Internal Market and Subsidy Advice Unit	Review 10 years from date record last modified
Periodic report	Office for the Internal Market and Subsidy Advice Unit	Review 10 years from date record last modified
Stakeholder engagement	Office for the Internal Market and Subsidy Advice Unit	Review 10 years from date record last modified
Internal Market Issue submissions	Office for the Internal Market and Subsidy Advice Unit	Review 10 years from date record last modified
Internal markets Reviews Data	Office for the Internal Market and Subsidy Advice Unit	Review 10 years from date record last modified
CMA Blog	Strategy, Communications and Advocacy	Destroy 2 years from date record last modified or published
CMA Website	Strategy, Communications and Advocacy	Destroy 2 years from date record last modified or published
Press and media relations	Strategy, Communications and Advocacy	Destroy 2 years from date record last modified or published
Digital communications	Strategy, Communications and Advocacy	Destroy 2 years from date record last modified or published
Strategic communications	Strategy, Communications and Advocacy	Destroy 2 years from date record last modified or published
Events	Strategy, Communications and Advocacy	Destroy 2 years from date record last modified or published
Enforcement communications	Strategy, Communications and Advocacy	Destroy 2 years from date record last modified or published
Stakeholder engagement	Strategy, Communications and Advocacy	Destroy 2 years from date record last modified or published
CMA Connect	Strategy, Communications and Advocacy	Destroy 2 years from date record last modified or published
Financial Records	Corporate Services	Destroy 6 years from end of financial year
Accounts payable, accounts receivable records	Corporate Services	Destroy 6 years from end of financial year
Cabot lease agreements	Corporate Services	Destroy 6 years from end of financial year
VAT records	Corporate Services	Destroy 6 years from end of financial year
Payroll records	Corporate Services	Destroy 6 years from end of financial year
Financial management records	Corporate Services	Destroy 6 years from end of financial year
NAO audits and reporting records	Corporate Services	Destroy 6 years from end of financial year
Strategic finance records	Corporate Services	Destroy 6 years from end of financial year
PMO (MI)	Strategy, Communications and Advocacy	Destroy 6 years from date project ends
Corporate Risk Registers	Corporate Services	Destroy 10 years from date record last modified
Risk audits	Corporate Services	Destroy 10 years from date record last modified
Risk Frameworks and improvments	Corporate Services	Destroy 10 years from date record last modified
Litigation case files	Legal Service	Review 15 years from date record last modified
Commercial and procurement records	Corporate Services	Destroy 6 years from end of contract or decision
Commercial - Contract Creation	Corporate Services	Destroy 6 years from end of contract or decision
Commercial - Delegated Procurements	Corporate Services	Destroy 6 years from end of contract or decision
Commercial - Transcription Services	Corporate Services	Destroy 6 years from end of contract or decision
Commerical - Commercial and Contract Management Advice	Corporate Services	Destroy 6 years from end of contract or decision
Commercial - Procurement of Resourcing to BPSI Team	Corporate Services	Destroy 6 years from end of contract or decision
Commercial - Tenders	Corporate Services	Destroy 6 years from end of contract or decision
Commercial - Spend Control Approvals	Corporate Services	Destroy 6 years from end of contract or decision
Commercial - Commercial Legal Advice	Corporate Services	Destroy 6 years from end of contract or decision
Commercial - Property Legal Advice	Corporate Services	Destroy 6 years from end of contract or decision
Commercial - Supplier Engagement and Management	Corporate Services	Destroy 6 years from end of contract or decision
Commercial contracts	Corporate Services	Destroy 6 years from end of contract or decision
Health and safety records	Corporate Services	Destroy 6 years from date record last modified
Accident, incident and near miss records	Corporate Services	Destroy 6 years from date record last modified
Planned preventative measures (PPM) records	Corporate Services	Destroy 6 years from date record last modified
Control of Substances Hazardous to Health (COSHH) records	Corporate Services	Destroy 6 years from date record last modified
Operation and maintenance manuals and drawings	Corporate Services	Destroy 6 years from date record last modified
Fixed asset registers	Corporate Services	Destroy 6 years from date record last modified
Visitor logbooks	Corporate Services	Destroy 6 years from date record last modified
CCTV recordings	Corporate Services	Destroy 6 years from date record last modified
DSE records	Corporate Services	Destroy 6 years from date record last modified
Facilities Management	Corporate Services	Destroy 6 years from date record last modified
International engagement	Strategy, Communications and Advocacy	Destroy 10 years from date record last modified
Trade agreements	Strategy, Communications and Advocacy	Destroy 10 years from date record last modified
Consumer protection and enforcement case files (active)	Consumer Protection	Review 10 years from date record last modified
Consumer protection and enforcement case files (inactive)	Consumer Protection	Review 10 years from date record last modified
Consumer intelligence and pipeline	Consumer Protection	Review 10 years from date record last modified
Consumer orders and undertakings	Consumer Protection	Review 10 years from date record last modified
Consumer operational and business support	Consumer Protection	Review 10 years from date record last modified
Publicly published consumer case information	Consumer Protection	Review 10 years from date record last modified
Public Policy	Strategy, Communications and Advocacy	Destroy 10 years from date record last modified
Devolved nations	Strategy, Communications and Advocacy	Destroy 10 years from date record last modified
Political Engagement	Strategy, Communications and Advocacy	Destroy 10 years from date record last modified
Advocacy	Strategy, Communications and Advocacy	Destroy 10 years from date record last modified
Corporate governance policies and guidance	Legal Service	Review 10 years from date record last modified
Governance legal advice	Legal Service	Review 10 years from date record last modified
Annual attestation	Legal Service	Review 10 years from date record last modified
Business Appointment Rules	Legal Service	Review 10 years from date record last modified
Conflicts and interests	Legal Service	Review 10 years from date record last modified
Gifts and hospitality	Legal Service	Review 10 years from date record last modified
Internal whistleblowing records	Legal Service	Review 10 years from date record last modified
Committee Terms of Reference	Legal Service	Review 10 years from date record last modified
Board Rules of Procedures	Legal Service	Review 10 years from date record last modified
Information law policies and guidance	Legal Service	Destroy 6 years from date record last modified
Information Law - Legal Know How	Legal Service	Review 15 years from date record last modified
Information Governance	Legal Service	Destroy 6 years from date record last modified
Freedom of Information Requests	Legal Service	Destroy 6 years from date record last modified
Environmental Information Regulations	Legal Service	Destroy 6 years from date record last modified
Data Protection	Legal Service	Destroy 6 years from date record last modified
Information law legal advice	Legal Service	Review 15 years from date record last modified
Records management	Legal Service	Review 10 years from date record last modified
Records Management Hub	Legal Service	Review 10 years from date record last modified
Records appraisal, selection and disposal	Legal Service	Review 10 years from date record last modified
Information Asset Register	Legal Service	Review 10 years from date record last modified
Privacy incident investigations	Legal Service	Destroy 6 years from date of incident or record last modified
Privacy incidents log	Legal Service	Destroy 6 years from date of incident or record last modified
Competition and regulatory finance	Office of the Chief Economic Advisor	Destroy 6 years from date record last modified
Economic research and microeconomics	Office of the Chief Economic Advisor	Destroy 6 years from date record last modified
Market research and statistics	Office of the Chief Economic Advisor	Destroy 6 years from date record last modified
Board and Committee records	Corporate Services	Review 10 years from date record last modified

Board Emergency Procedure Document	Corporate Services	Review 10 years from date record last modified
Ministerial correspondence	Corporate Services	Review 10 years from date record last modified
Executive Office correspondence	Corporate Services	Review 10 years from date record last modified
Property Transformation	Corporate Services	Destroy 6 years from date record last modified
Security Incident Records	Corporate Services	Destroy 6 years from date of incident or record last modified
Business Continuity Plans	Corporate Services	Destroy 6 years from date of incident or record last modified
CMA Live	Corporate Services	Destroy 2 years from date record last modified or published
Internal communications	Corporate Services	Destroy 2 years from date record last modified or published
Competition enforcement hotline records	Competition Enforcement	Review 10 years from date record last modified
Competition enforcement case files (active cases)	Competition Enforcement	Review 10 years from date record last modified
Competition enforcement evidential material (active cases)	Competition Enforcement	Review 10 years from date record last modified
Competition enforcement leniency case files (active cases)	Competition Enforcement	Review 10 years from date record last modified
Competition enforcement case files (inactive cases)	Competition Enforcement	Review 10 years from date record last modified
Competition enforcement evidential material (inactive cases)	Competition Enforcement	Review 10 years from date record last modified
Competition enforcement leniency case files (inactive cases)	Competition Enforcement	Review 10 years from date record last modified
Competition enforcement operational and business support	Competition Enforcement	Destroy 2 years from date of last record
Competition enforcement policy and guidance	Competition Enforcement	Review 10 years from date record last modified
Competition enforcement published case information	Competition Enforcement	Review 10 years from date record last modified
Public Screening for Procurement Data for bid rigging	Competition Enforcement	Review 10 years from date record last modified
Markets policy and guidance	Markets	Review 10 years from date record last modified
Markets operational and business support	Markets	Review 10 years from date record last modified
Super-complaint case files (active)	Markets	Review 10 years from date record last modified
Super-complaint case files (inactive)	Markets	Review 10 years from date record last modified
Market studies 'phase 1' case files (active)	Markets	Review 10 years from date record last modified
Market investigations 'phase 2' case files (active)	Markets	Review 10 years from date record last modified
Market studies 'phase 1' case files (inactive)	Markets	Review 10 years from date record last modified
Markets investigations 'phase 2' case files (inactive)	Markets	Review 10 years from date record last modified
Regulatory appeals case files (active)	Markets	Review 10 years from date record last modified
Regulatory appeals case files (inactive)	Markets	Review 10 years from date record last modified
Market remedies implementation and monitoring	Markets	Review 10 years from date record last modified
Markets published case information and reports	Markets	Review 10 years from date record last modified
Mergers phase 1 and 2 case files (active cases)	Mergers	Review 10 years from date record last modified
Mergers phase 1 and 2 evidential material, research and evaluation (active cases)	Mergers	Review 10 years from date record last modified
Mergers phase 1 and 2 case files (inactive cases)	Mergers	Review 10 years from date record last modified
Mergers remedies and undertakings	Mergers	Review 10 years from date record last modified
Mergers Competition Appeal Tribunal (CAT) case files	Mergers	Review 10 years from date record last modified
Mergers published case information	Mergers	Review 10 years from date record last modified
Mergers address book	Mergers	Review 10 years from date record last modified
Mergers alumni contact list	Mergers	Review 10 years from date record last modified
Mergers phase 1 and 2 evidential material, research and evaluation (inactive cases)	Mergers	Review 10 years from date record last modified
Mergers policy and guidance	Mergers	Review 10 years from date record last modified
Mergers operational and business support	Mergers	Destroy 2 years from date of last record
Mergers legal advice	Legal Service	Review 15 years from date record last modified
Markets and sector regulation legal advice	Legal Service	Review 15 years from date record last modified
Antitrust legal advice	Legal Service	Review 15 years from date record last modified
Personnel Records (pension related)	Corporate Services	Destroy 100 years from employee date of birth
Personnel Records (non-pension related)	Corporate Services	Destroy 6 years from date employee leaves organisation
HR queries (non-pension)	Corporate Services	Destroy 6 years from date employee leaves organisation
Visa sponsorship license correspondence	Corporate Services	Destroy 6 years from date employee leaves organisation
Employee personal information	Corporate Services	Destroy 6 years from date employee leaves organisation
Sick absence data	Corporate Services	Destroy 100 years from employee date of birth
Legacy CC and OFT personal data and job information	Corporate Services	Destroy 100 years from employee date of birth
Employee pay and payroll data	Corporate Services	Destroy 100 years from employee date of birth
Pension queries	Corporate Services	Destroy 100 years from employee date of birth
Legacy CC and OFT payroll files	Corporate Services	Destroy 100 years from employee date of birth
Employee Recruitment	Corporate Services	Destroy 2 years from end of recruitment campaign
Workforce Planning	Corporate Services	Destroy 2 years from end of recruitment campaign
HRBP Casework	Corporate Services	Destroy 6 years from date employee leaves organisation
CMA Learning	Corporate Services	Destroy 6 years from date record last modified
HR MI and systems	Corporate Services	
HR Operations, pay and reward	Corporate Services	
Complaints and Enquiries	Strategy, Communications and Advocacy	Destroy 10 years from date of complaint or enquiry
Strategy: Corporate Reports and Strategic Projects	Strategy, Communications and Advocacy	Destroy 10 years from date record last modified
RPPC inc frontline case portfolio	Strategy, Communications and Advocacy	Review 10 years from date record last modified
IT Infrastructure	Data, Technology and Insights	Destroy 10 years from date record last modified
IT Business Operations	Data, Technology and Insights	Destroy 2 years from date record last modified
Disaster Recovery Documents	Data, Technology and Insights	Destroy 10 years from date record last modified
High level system design records	Data, Technology and Insights	Destroy 10 years from date record last modified
Standard operating procedures	Data, Technology and Insights	Destroy 2 years from date record last modified
Infrastructure procurement records	Data, Technology and Insights	Destroy 10 years from date record last modified
Architecture Review Board (ARB)	Data, Technology and Insights	Destroy 10 years from date record last modified
Change Advisory Board (CAB)	Data, Technology and Insights	Destroy 2 years from date record last modified
Credentials database	Data, Technology and Insights	Destroy 2 years from date record last modified
IT asset management records	Data, Technology and Insights	Destroy 2 years from date record last modified
Configuration and deployment documents	Data, Technology and Insights	Destroy 2 years from date record last modified
Device management and usage statistics	Data, Technology and Insights	Destroy 2 years from date record last modified
Technology adoption documents	Data, Technology and Insights	Destroy 2 years from date record last modified
Systems governance records	Data, Technology and Insights	Destroy 2 years from date record last modified
Systems policies and guidance	Data, Technology and Insights	Destroy 2 years from date record last modified
Systems testing records	Data, Technology and Insights	Review 6 years from date record are superseded
Casework - Evidence	Data, Technology and Insights	Review 10 years from date record last modified
Casework - Internet Intelligence and Investigations	Data, Technology and Insights	Review 10 years from date record last modified
Forensics	Data, Technology and Insights	Review 10 years from date record last modified
	Data, Technology and Insights	Review 10 years from date record last modified
DFIS Portal	Data, Technology and Insights	Review 10 years from date record last modified
DFIS Forensic Network	Data, Technology and Insights	Review 10 years from date record last modified
Blob Storage	Data, Technology and Insights	Review 10 years from date record last modified
Case VMs	Data, Technology and Insights	Review 10 years from date record last modified
Telephony Systems	Data, Technology and Insights	Destroy 2 years from date record last modified
	Data, Technology and Insights	Destroy 6 years from date of incident or record last modified
Cartels legal advice	Legal Service	Review 15 years from date record last modified
Know-How Talks	Legal Service	Review 15 years from date record last modified
Know-How Intranet Resources	Legal Service	Review 15 years from date record last modified
Ask Know-How	Legal Service	Review 15 years from date record last modified

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