

Records Classification Scheme

Code	Label	Retention Period	Disposal Tier
2025-001-A	Committees	25 years	Archive
2025-002-B+A	Published Reports and Datasets	15 years	Business and Archive
2025-003-A	Policies - Final Document	25 years	Archive
2025-004-B+A	Official Communications	15 years	Business and Archive
2025-005-A	Governors' Offices	10 years	Archive
2025-006-B+A	Analysis - Research - Development	15 years	Business and Archive
2025-007-D	Operational	5 years	Automatic Destruction
2025-008-D	Banking - Custody - Collateral Operations	7 years	Automatic Destruction
2025-009-B	Customer Accounts	7 years	Business
2025-010-B	Payment Systems	7 years	Business
2025-011-B+A	Banknote and Digital Currency Design	10 years	Business and Archive
2025-012-B	Supervision and Oversight	25 years	Business
2025-013-D	Single Customer Data	1 year	Automatic Destruction
2025-014-B+A	Regulatory Action - Crisis - Resolution	25 years	Business and Archive
2025-015-B	External Whistleblowing	25 years	Business
2025-016-B	Finance and Project Management	7 years	Business
2025-017-B	Procurement	7 years	Business
2025-018-B	Tax - Organisation	11 years	Business
2025-019-B	Tax - Individual	7 years	Business
2025-020-B	Insurance - Liabilities	50 years	Business
2025-021-B	Insurance - Other	7 years	Business
2025-022-B+A	Pension Fund	10 years	Business and Archive
2025-023-B+A	Legal - Advice and Litigation	25 years	Business and Archive
2025-024-B	Legal - Contracts	13 years	Business
2025-025-B	Investigations - Conflicts - Case Management	7 years	Business
2025-026-PR	Taxonomies	Permanent Retention	Permanent Retention
2025-027-B	Information Access	7 years	Business
2025-028-D	Public Enquiries	7 years	Automatic Destruction
2025-029-PR	Property and Intellectual Property	Permanent Retention	Permanent Retention
2025-030-B	Health and Safety - Advice and Inspections	7 years	Business
2025-031-B	Health and Safety - Incident Reporting	50 years	Business
2025-032-B	Staff Pre 1996	50 years (from date leaving Bank)	Business
2025-033-B+A	Senior Staff Pre 1996	50 years (from date leaving Bank)	Business and Archive
2025-034-B	Staff Post 1996	7 years (from date leaving Bank)	Business
2025-035-B+A	Senior Staff Post 1996	7 years (from date leaving Bank)	Business and Archive
2025-036-D	Staff Medical records	50 years (from date leaving Bank)	Automatic Destruction
2025-037-D	Unsuccessful or Withdrawn Applicants	1 year (from exiting recruitment process)	Automatic Destruction
2025-038-D	Vetting	15 years (from date leaving Bank)	Automatic Destruction
2025-039-B	Human Resource Administration	10 years	Business
2025-040-B	Pensioner Case files	10 years (from end of pension obligation)	Business
2025-041-B+A	Industrial Relations	10 years	Business and Archive
2025-042-B+A	Societies and Networks	7 years	Business and Archive