

# Bank of England Records Classification Scheme

Published October 2018

RC Code	Function / Activity	Activity / Subject	Retention	Disposal Tier
001-01-D	Banking Services	Account Information	Account closure + 7 years	Automatic disposal
001-02-D	Banking Services	Transactional/Payments	Current year + 7 years	Automatic disposal
001-03-B	Banking Services	Account Information - Correspondent Central Banking Model (CCBM)	Current year + 10 years	Business approval only
002-01-B+A	Banknotes		Current year + 10 years	Business and Archive approval
003-01-A	Clubs and Societies		Archive	Automatic transfer to Archive
004-01-PR	Collections Management		Life of object/collection	Retain in business
005-01-A	Committees	Senior Committees	Archive	Automatic transfer to Archive
005-02-B+A	Committees	Policy Area Committees	Current year + 25 years	Business and Archive approval
005-03-B+A	Committees	Operational Committees	Current year + 10 years	Business and Archive approval
006-01-B+A	Displays and Exhibitions		End of display + 10 years	Business and Archive approval
007-01-B+A	Audit and Evaluation	External Audit Reports	Completion of Audit + 15 years	Business and Archive approval
007-02-A	Audit and Evaluation	Internal Audit and Independent Evaluation Office Reports	Archive	Automatic transfer to Archive
008-01-B	Supervision/Oversight		Current year + 25 years	Business approval only
008-02-B	Supervision/Oversight	Customer Data (containing Personal Information)	Current year + 1 year	Business approval only
009-01-B	Finance Management	Accounting	Current year + 7 years	Business approval only
009-02-B	Finance Management	Budgeting and Costing - HMT Forecast	Current year + 10 years	Business approval only
009-03-A	Finance Management	Published Reports	Archive	Automatic transfer to Archive
009-04-B	Finance Management	Payroll	Current year + 7 years	Business approval only
009-05-B	Finance Management	Tax	Current year + 11 years	Business approval only
010-01-B+A	Financial Crisis Management		Current year + 25 years	Business and Archive approval
011-01-B+A	Financial Markets		Current year + 10 years	Business and Archive approval
012-01-B+A	Financial Sector Risk Analysis		Current year + 15 years	Business and Archive approval
013-01-B+A	Funds Management		Current year + 6 years	Business and Archive approval
013-01-A	Funds Management	Published Reports	Archive	Automatic transfer to Archive
014-01-A	Honours		Archive	Automatic transfer to Archive
015-01-A	Governor's Office Administration		Archive	Automatic transfer to Archive
016-01-B	Human Resources Management	Personnel Records - Start Date Pre 31 Dec 1995	Termination of employment + 40 years	Business approval only
016-02-B	Human Resources Management	Personnel Records - Start Date Post 1 Jan 1996	Termination of employment + 10 years	Business approval only
016-03-B	Human Resources Management	Personnel Records - Start Date Post 1 Jan 1996 and Worked with Children	Termination of employment + 25 years	Business approval only
016-04-B+A	Human Resources Management	Personnel Records - Senior Staff with Start Date Post 1 Jan 1996	Termination of employment + 10 years	Business and Archive approval
016-05-B+A	Human Resources Management	Personnel Records - Senior Staff Start Date Pre 31 Dec 1995	Termination of employment + 40 years	Business and Archive approval
016-06-B	Human Resources Management	Personnel Medical Records	Termination of employment + 40 years	Business approval only
016-07-B	Human Resources Management	Pensioner Case files	End of pension obligation + 10 years	Business approval only
016-08-B	Human Resources Management	Job Evaluation	Current year + 10 years	Business approval only
016-09-B+A	Human Resources Management	Employee and Industrial Relations	Current year + 10 years	Business and Archive approval
016-10-D	Human Resources Management	Recruitment - Unsuccessful Applicants and Post-interview Declines	Current year + 1 year	Automatic disposal
016-11-B+A	Human Resources Management	Staff Development	Current year + 10 years	Business and Archive approval
017-01-A	Independent Complaints Commissioner		Archive	Automatic transfer to Archive
018-01-B	Information Access Requests		Current year + 10 years	Business approval only
018-02-B	Information Access Requests	Subject Access Requests	Current year + 6 years	Business approval only
019-01-PR	Information and Records Management	Registers, Catalogues, Classifications Schemes, Finding Aids, Indexes, Retention Schedules	Permanent	Retain in business
020-01-B	Insurance Management	Employers' Liability and Public Liability Insurance	Commencement / renewal of policy + 40 years	Business approval only
020-02-B	Insurance Management	Other Insurance	Expiry of policy + 6 years	Business approval only
021-01-B	Investigations	Operational Incidents	Resolution of case + 10 years	Business approval only
021-02-B+A	Investigations	Special Investigations	Current year + 25 years	Business and Archive approval
022-01-B+A	Investment Strategy		Superseded + 12 years	Business and Archive approval
023-01-B+A	Legal Advice/Litigation		Resolution of case + 15 years	Business and Archive approval
024-01-B	Legal Agreements and Contracts	Agreements and Contracts Under Seal	End of contract + 12 years	Business approval only
024-02-B	Legal Agreements and Contracts	Other Agreements and Contracts	End of contract + 6 years	Business approval only
025-01-B	Liaison		Current year + 10 years	Business approval only
025-02-A	Liaison	Liaison with ECB	Archive	Automatic transfer to Archive

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025-03-B+A	Liaison	Liaison with HMT	Current year + 6 years	Business and Archive approval
026-01-B	Occupational Health and Safety	Accident and Incident Reporting and Investigations	End of investigation + 12 years	Business approval only
026-02-B	Occupational Health and Safety	Health and Safety Advice	Current year + 6 years	Business approval only
026-03-B	Occupational Health and Safety	Health and Safety Inspections	Current year + 5 years	Business approval only
026-04-A	Occupational Health and Safety	Health and Safety Manuals	Archive	Automatic transfer to Archive
026-05-B	Occupational Health and Safety	Workplace Exposure	Current year + 40 years	Business approval only
027-01-D	Operational Activities		Current year + 5 years	Automatic disposal
027-02-B+A	Operational Activities	Planning	Current year + 5 years	Business and Archive approval
027-03-B	Operational Activities	Management Information and Reporting	Current year + 5 years	Business approval only
027-04-B+A	Operational Activities	Events, Conferences, Presentations	Current year + 8 years	Business and Archive approval
028-01-A	Pension Fund Management		Archive	Automatic transfer to Archive
028-02-B	Pension Fund Management	Trustee Management	Current year + 5 years	Business approval only
029-01-A	Policy		Archive	Automatic transfer to Archive
029-02-B+A	Policy	Advice and Implementation	Current year + 25 years	Business and Archive approval
030-01-B	Procedures/Manuals/Guidance		Superseded + 5 years	Business approval only
031-01-B	Procurement		End of contract + 6 years	Business approval only
032-01-B+A	Projects and Project Management		Current year + 10 years	Business and Archive approval
033-01-B+A	Property Management		Disposal of property + 12 years	Business and Archive approval
033-02-B	Property Management	Plant Maintenance	Decommissioning / removal + 6 years	Business approval only
034-01-B+A	Public Engagement		Current year + 10 years	Business and Archive approval
034-02-B	Public Engagement	Broken Embargoes	Current year + 5 years	Business approval only
035-01-A	Final Publications		Archive	Automatic transfer to Archive
036-01-B+A	Regulatory Action		Current year + 25 years	Business and Archive approval
037-01-B+A	Research and Analysis		Current year + 20 years	Business and Archive approval
038-01-B+A	Resolution Events (Firms)		Current year + 25 years	Business and Archive approval
039-01-B	Risk and Incident Management	Risk Assessments	Current year + 10 years	Business approval only
040-01-A	Speeches (Governors and Senior Staff)	Governor and Senior Staff	Archive	Automatic transfer to Archive
041-01-D	Sports Centre and Sports Club Membership Management	Membership Records	End of membership + 6 years	Automatic disposal
041-02-D	Sports Centre and Sports Club Membership Management	Children's Event Registrations	Event + 6 months	Automatic disposal
042-01-A	Strategic Management and Corporate Governance	Court Administration	Archive	Automatic transfer to Archive
042-02-B	Strategic Management and Corporate Governance	Court and Committees of Court - Member Management	Member's departure + 5 years	Business approval only
042-03-A	Strategic Management and Corporate Governance	Executive Team External Appointments	Archive	Automatic transfer to Archive
042-04-A	Strategic Management and Corporate Governance	Executive Team/Governor's Non-committee Meetings	Archive	Automatic transfer to Archive
042-05-A	Strategic Management and Corporate Governance	Strategy	Archive	Automatic transfer to Archive
042-06-A	Strategic Management and Corporate Governance	Turnbull Report and Financial Risk Committee Risk Guidance	Archive	Automatic transfer to Archive
043-01-B	Technical Documentation		Decommissioning of system + 5 years	Business approval only
044-01-B	Whistleblowing	External	Resolution of case +25 years	Business approval only
044-02-B	Whistleblowing	Internal	Resolution of case + 5 years	Business approval only