| Service name | Records description | Legislation name | Retain permanently | Start event | Retention period (years) | Retention period (months) | Retain until |
|---|---|---|---|---|---|---|---|
| ICT - business continuity | Business Continuity Plans including all records relating to the development of business continuity plans | | FALSE | Creation of plans | 0 | 0 | It is expected that these will be dynamic documents which are constantly updating |
| ICT - data management | All records relating to the creation and implementation of security measures for information systems | | FALSE | Date system commissioned | 0 | 0 | Date system decommissioned |
| ICT - hardware | All records relating to the maintenance of systems hardware | | FALSE | Current system | 6 | 0 | |
| ICT - help desk | All records relating to system fault reporting | | FALSE | Year records created | 1 | 0 | |
| ICT - help desk | All records relating to the management of systems help desk support | | FALSE | Year records created | 1 | 0 | |
| ICT - maintenance | All records relating to the maintenance and monitoring of ICT networks | | FALSE | Year records created | 1 | 0 | |
| ICT - manuals | All systems manuals relating to current information systems | | FALSE | Date system commissioned | 0 | 0 | Date system decommissioned |
| ICT - networks | All records relating to the implementation and management of computer networks used by council officers. | | FALSE | Date the system is superseded | 6 | 0 | |

| Service name | Records description | Legislation name | Retain permanently | Start event | Retention period (years) | Retention period (months) | Retain until |
|---|---|---|---|---|---|---|---|
| ICT - resource management | All records relating to ICT resource management | | FALSE | Creation of records | 3 | 0 | |
| ICT - security | All information relating to user profiles for information systems | | FALSE | Year records created | 6 | 0 | |
| ICT - security | All records relating to the creation and implementation of policy and procedures relating to information security | | FALSE | Year records created | 3 | 0 | |
| ICT - software | All records relating to software licenses for information systems | | FALSE | Date system decommissioned | 6 | 0 | |
| ICT - Web site | All records relating to the creation and maintenance of the council website | | FALSE | Creation of records | 3 | 0 | |