From: FOI
Sent: 31 May 2018 18:02
To: [redacted]
Subject: FOI 068/18 Jack Straw Campaign Correspondence Response

Dear[redacted],

I apologise for the delay in replying to your questions in relation to your current and previous requests under the Freedom of Information Act. In this email I hope to answer the following issues and questions that you have raised, **a)** your request for information which was responded to by the Electoral Commission on the 11th May, our reference FOI 068/18. **b)** Your email dated 11th May, **c)** Your email dated 21 May, and **d**) Your request for information submitted on 21 May.

A/B)
Firstly I would like to address your email dated 11 May sent to press@electoralcommission.org.uk in relation to our response. You said the below:

I am baffled. As the Telegraph report attached clearly states: 'Jack Straw, the former home secretary, has written to the Electoral Commission calling for an investigation into allegations that the Conservative Party is prepared to accept donations from companies based overseas.'

- **Does this mean that a: Mr Straw never wrote to you, or b: he did but you have destroyed or lost the correspondence or c: he wrote to you but did not mention the companies and individuals mentioned?**

Our response is as follows:

I can confirm that we have no record of receiving this correspondence, therefore we do not hold the information you have requested between the Commission and Jack Straw that makes reference to the organisations and individuals that you listed.

If you are still unhappy with the response you received you are entitled to seek an FOI internal review. For more information please visit our website, I have copied the relevant link below or alternatively find the document attached 'FOI Internal Review Request form'.

https://www.electoralcommission.org.uk/freedom-of-information-requests/how-do-I-make-an-foi-request.

C)
Secondly I would like to address your email dated 21 May. You asked the following:

- **Please inform me of your policy on record collection and keeping.**
- **Do you have a policy of maintaining records for a specific amount of time? Do you destroy records after a certain period has passed?**

Our response is as follows:

Please find attached the Electoral Commission Retention and Disposal policy. This is an internal policy document that relates to your questions, it is currently under review.

D)
Lastly I would like to address your request for information which was submitted and received by the Commission on the 21 May. You asked the following:

- **This is a request under the Freedom of Information Act 2000 for a copy of all correspondence, including electronic, between the Electoral Commission and Mr Jack Straw between January 1 2012 and January 1, 2013.**

We have searched our systems for the correspondence requested and we cannot find any record of correspondence between Jack Straw and the Electoral Commission between 1 January 2012 and 1 January 2013. We therefore do not hold the requested information.

If you have any further questions in relation to either our responses to your FOI requests or the attached documents please do not hesitate to contact me directly at the following email address FOI@electoralcommission.org.uk.

Yours sincerely.

[redacted]
Information, Knowledge and Systems Manager
The Electoral Commission
3 Bunhill Row
London EC1Y 8YZ
FOI@electoralcommission.org.uk
electoralcommission.org.uk
yourvotematters.co.uk

Twitter | **Facebook** | **Blog**

The Electoral Commission

Retention and disposal policy

November 2016

Document Revision History and Key Facts

Version	Issue date	Policy owner	Policy type: statutory/ discretionary	Date of next review	Comments/ brief description of main changes in this revision
1.0	01 Aug 2012	Information Managemen		March 2013	
	11 Dec 2012	Information Managemen		March 2013	Policy checked that new policy has been applied
2.0	Sept 2013	Information Managemen		Sept 2014	Full policy review
3.0	Nov 2016	Information Managemen		Nov 2019	Policy check

Date of last review	Nov 2016
Date due for review	Nov 2019

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Note to policy writers: guidance on producing policies can be found here or speak to Secretariat.

Administration and approval process

1.1 *The Information Manager has overall responsibility for the application of this policy.*

Date of issue: September 2013

Date of last review	Nov 2016
Date due for review	Nov 2019

Retention and disposal policy

1 Introduction

1.1 The Electoral Commission (the Commission) has a statutory duty to maintain its records efficiently, as set out in the Public Records Act 1958. Measures to achieve this include the identification of potential risks to the content, context and structure of the Commission's records. This policy is intended to mitigate those risks identified, which include:

- Records destroyed in error
- Untimely destruction of records
- Confidential records destroyed by insecure or inappropriate destruction method.

1.2 This policy's' objectives are therefore to:

- Set out what constitutes a record that needs to be managed.
- Describe good practice for the management of the Commission's records in electronic and paper formats for the life cycle of records.
- Specify roles and responsibilities for updating, promulgating, implementing and operating the policy and for the on-going monitoring of adherence to it.

1.3 This policy covers the lifecycle of records, irrespective of their format or whether produced or managed by manual or automated means. It will give guidance around:

- Standard minimum retention periods for common record types
- Appropriate minimum retention period for identified information assets
- Disposing of all types of records appropriately
- Roles and responsibilities relating to the above.

2 Audience

2.1 This policy is for all staff across the Electoral Commission. In addition, all contractors and third parties who manage or access information on the Commissions behalf.

3 Retention

3.1 This policy is concerned with the lifecycle of records

Create: The act of creating a given record e.g. saving a file/email to Skynet/CCM/PEF Online, printing and filing paper records.

Active use: The period of time where the record is being actively used. These records should be stored on Skynet/CCM/PEF Online or in filing cabinets to ensure that it is easy to access the record.

Retention: Records are often moved into a more cost effective archive when they are no longer being actively used, but still have to be kept. Paper records can be archived to Iron Mountain (see Archiving guidance).

Appraisal: Records in the archive store are then appraised as to if they may continue to be of use to the organisation. If they are deemed no longer useful and have reached the minimum retention period for the record they can be nominated for destruction.

Dispose: Once a record has been kept for at least its retention period then it should be disposed of.

3.2 Records retention is an essential component of effective information management. It sets out the Commission's obligations on retention of folders and files and provides a basis for consistent action across the entire Commission. The retention of records is based on two key principles:

- **Records are retained as long as they are needed,** to enable the Commission to operate effectively, to comply with legislation and the requirements of regulators, and to demonstrate accountability;
- **Records are retained for only as long as they are needed**, enabling efficient use of space and minimising the overall costs associated with maintaining records.

3.3 The key elements for determining the retention of records are:

- Retention period for each category of records, also known as the **retention schedule**
- Reasons for retention (e.g. legislative requirements such as the Data Protection Act, Political Parties, Elections and Referendums Act, etc.)
- Actions required at the end of retention periods (e.g. destruction or transfer to The National Archives)
- Retention actions to maintain records over time (e.g. migration of electronic records, archiving, etc.)
- Responsibilities for retaining records and for taking required actions at the end of retention periods.

3.4 The table shown in Appendix A gives the minimum retention period for identified information assets at the Commission. Where records continue to be needed for business use (for reference or if the project / work plan it relates to is still live).

3.5 Day to day business records such as team meetings agendas and memos are not covered by the retention schedules and should be kept as needed to carry out their designated function.

3.6 Before taking a final decision on the retention or disposal information if may be relevant to consider whether any of the following apply:

- Is there any Intellectual property rights associated with the information?
- Is the Commission the copyright owner?
- If the Commission doesn't own the work (e.g. a photographer or third party contractor owns the rights) do we have a license or permission to retain or keep using the information?

3.7 Is the information 'evidence' for the purposes of a PEF investigation (civil or criminal)?

- If the information is or may be used as 'evidence' in a PEF investigation consider whether is it being processed (stored/recorded) in accordance with PEF QMS evidentiary procedures
- Before evidence is destroyed or archived make sure there are no legal implications from the destruction (e.g. are further Court proceedings or appeals still possible? Are there any statutory requirements to retain the information or do the Police or CPS have an interest in the information?)

3.8 Has the information been provided to, or shared with the Commission by a third party (e.g. Police, or another regulatory body)?

- What was the basis for providing the information (e.g. intelligence purposes or for information only)
- Are there any requirements or rules on the retention, storage or destruction of the information (e.g. is there an Information Sharing Agreement, or an MOU or some other agreement that imposes a requirement on the Commission to deal with information in a certain way)
- Do we need to return the information to a third party? Or inform a third party that we are retaining/destroying information?

If any of the above points are relevant to your information, please contact the Information or Legal teams for further clarification.

Retention periods are set as a **MINIMUM** time for records to be kept. If you have a business need to retain the records for a longer period of time you should do so.

4 Archival

4.1 Records that are no longer needed on a day to day basis but have not reached the minimum retention period can be archived. Items should be added to the archive when a department or team no longer has a business need for the documents. Documents should only be retrieved in exceptional

circumstances; therefore if it is likely that a file will need to be viewed it should be retained on site, unless there is insufficient storage space.

4.2 Electronic Archival

4.2.1. The Commissions current central repositories for electronic records do not support an effective process of archiving electronic records.

4.2.2. However, within Skynet a mandatory metadata field has been applied to all content types allowing staff to attach a retention period to documents. The period applied should be in accordance to the retention schedule detailed in this policy.

4.2.3. Future review of CCM and PEF Online will ensure that it is appropriately retained in line with the retention schedule.

4.2.4. The introduction of Skynet meant that the Commission moved away from operating on network drives to store its electronic information. A high percentage of the folders within these drives were made read only with only current and working documents transferred to Skynet. Therefore, the date at which folders were made read only serves as an archive date.

4.2.5. For information which has continued to be saved to the Commissions network can simply be marked as 'Archived' by updating the name of the file.

4.2.6. Alternatively, large record sets can be transferred on to CD and such discs can be sent to our off-site storage facility. Please contact the IT helpdesk to arrange this.

4.2.7. Skynet now has a project archive established, for the archival of no longer active project sites. These sites are accessible and fully searchable in 'read only' format. Currently all document versions saved to these sites are fully retained.

4.3

4.4 Paper Archival

4.4.1. The Electoral Commission currently has an off-site physical storage facility with Iron Mountain. Files or items added to the archive will be recorded on the database in accordance with the Archiving guidance. The database captures the minimum amount of information about files to enable their retrieval and disposal at the end of their useful life.

4.4.2. Please see 'Archiving Guidance': http://skynet/dm/Functions/IM/Policies%20and%20Guidance/Internal/Archiving%20Guidance%20for%20Bunhill%20Row%20Staff%202012.doc

5 Appraisal

5.1 Once information has been archived, it is appraised at regular intervals to identify those records which have reached their retention periods and may be ready for disposal. All information that has been transferred to the off-site storage provider, or which is stored on Skynet or the S: and X: drives will be appraised by the Information Management Team every 3 years.

During the appraisal, the following records groups will be assessed:

- All paper folders stored off-site that have reached their minimum retention period or more
- All electronic documents that have been closed (not accessed) for seven years or more.

5.2 Those records that have reached their retention period and which are classified as no longer needed for business use will be marked for disposal. Records which may still be required for business use will be given a revised review date and will be marked for review at the next appraisal.

5.3 The appraisal schedule has a cyclic structure starting with a major appraisal and continued with smaller appraisals to be undertaken at regular intervals.

5.4 The Commission will appraise its archived records **every three years**. The paper archive is currently under review in order to dispose of all expired content and ensure that remaining content is properly recorded. We anticipate that this will lead to reduced costs of the overall storage.

6 Disposal

6.1 Once a document has met the minimum retention period and has been classified as no longer needed for business use, it should be disposed of appropriately. There are three categories which determine the method to be used:

- Standard – unclassified information
- Secure – information where disclosure would be detrimental to our ability to carry out our activities and achieve our objectives
- Confidential – information that contains either personal or sensitive material.
- All record types that contain personal or sensitive information should be named specifically on the retention schedules in Appendix B.

- All records must be disposed of appropriately and the destruction must be irreversible. This means that there is no reasonable risk of the information being recovered. Failure to ensure the total destruction of records may lead to the unauthorised release of sensitive information.
- If you are unsure as to the appropriate method of disposal for a record, you must consult with the Information Management Team.

6.2 Standard - This is the most common type of disposal as the majority of records held by the commission are unclassified.

- Paper disposal – can be disposed of in standard recycling bins.
- Electronic – deleted from; mailboxes; Skynet;CCM & PEF Online; x: drive; s: drive or p: drive in standard way.
- Removable media - returned to IT helpdesk for disposal.

6.3 Secure - This category relates to information that is not made publicly available and which may contain personal or sensitive information.

- Paper disposal – can be disposed of in confidential blue bins.
- Electronic – deleted from; mailboxes Skynet; CCM & PEF Online; x: drive; s: drive or p: drive in standard way.
- Removable media – returned to IT helpdesk for disposal stating the secure nature of the information held on the device.

7 N.B. The disposal of electronic information remains standard regardless of the sensitivity of the information. This is because the information is not leaving the secure network and would not be accessible to any unauthorised persons.Related policies

7.1 Information Management Policy (and associated policies)

8 Consultation

8.1 This policy was originally compiled after consultation with the Legal team and guidance provided by the Information Commissioners Office.

9 Dissemination and communication plan

9.1 This policy will be disseminated to all Commission staff and will be available permanently on the Commissions intranet, Skynet.

10 Sign-off

10.1 The Information Management team has overall responsibility for the application of this policy.

11 Alternative contact for policy information

11.1 If the Information Manager is not available please consult the Information Advisor or the Legal team for advice on the areas covered in this policy.

12 Attachments

12.1 Appendix A – Information asset retention periods

Appendix A – Information asset retention periods

This list is not exhaustive and aims to give general guidance as to appropriate **MINIMUM** time frames for keeping information. This is a 'live' document and should be updated with specific data sets as business requirements change.

For any questions or queries regarding a specific record or record set, please contact the Information Manager for advice.

Date of last review	Nov 2016
Date due for review	Nov 2019

Information Asset	Owner	Format	Security	Retention	Disposal
Parliamentary Parties Panel minutes	Devolved and English regional offices	Electronic	Unsecured (archives held on x and s:drives) Skynet project site archive and document libraries	7 years. Published copies retained by TNA through website snapshots. Unedited/redacted versions to be transferred to TNA also. - check	Standard
Parties Panels for Wales, Scotland and Northern Ireland minutes	Devolved Offices	Electronic	Unsecured (archives held on x and s:drives) Skynet project site archive and document libraries	7 years. Published copies retained by TNA through website snapshots. Unedited/redacted versions to be transferred to TNA also. - check	Standard
Internal functional documents - protocols, policies, project management notes etc.	All	Paper and electronic	Unsecured (archives held on x and s:drives) Skynet project site archive and document libraries	3 years after superseded	Standard

List of stakeholder information	Communication - Public Affairs/Devolved and English regional offices	Electronic	Network security, view levels (CCM)	Details to be deleted upon request or 1 year from the end of the project	Secure
"The Register" contact list	Communications - Campaigns	Electronic	Network security, view levels (CCM)	Details to be deleted upon request or after 1 year if publication is ceased	Secure
Email newsletter Do Politics - E-mail addresses of people who subscribe to web content	Communications - Campaigns	Database	Held off site by Brave media - updateable via secure server – check with Ben	Details to be deleted upon request or after 1 year if publication is ceased	Secure
Annual accounts	Communications - Corporate	Electronic	Unsecured (archives held on x and s:drives) Skynet document libraries	Permanent Published copies retained by TNA through website snapshots.	Standard
Annual reports	Communications - Corporate	Electronic and paper copies	Unsecured (archives held on x and s:drives) Skynet document libraries	Permanent Published copies retained by TNA through website snapshots.	Standard

Commission meeting agenda	CX - Commission Secretariat	Word	Unsecured (archives held on x and s:drives) Skynet document libraries	Permanent Published copies retained by TNA through website snapshots. Unedited/redacted versions to be transferred to TNA also. - check	Secure
Commission meeting agenda drafts	CX - Commission Secretariat	Word	Unsecured (archives held on x and s:drives) Skynet document libraries	Until final version approved and published	Standard
Commission meeting minutes	CX - Commission Secretariat	Word	Unsecured (archives held on x and s:drives) Skynet document libraries	Permanent Published copies retained by TNA through website snapshots. Unedited/redacted versions to be transferred to TNA also.- check	Secure

Commission meeting minutes drafts	CX - Commission Secretariat	Word	Unsecured (archives held on x and s:drives) Skynet document libraries	Until final version approved and published	Standard
Commission meeting papers	CX - Commission Secretariat	Word, Excel, PPT	Unsecured (archives held on x and s:drives) Skynet document libraries	Permanent Published copies retained by TNA through website snapshots. Unedited/redacted versions to be transferred to TNA also.	Secure
Commissioner fee claim forms	CX - Commission Secretariat	Electronic	Secured (archives held on x and s:drives) Skynet document libraries; or locked filing cabinet	7 years	Secure
FOI: requests, responses and information given	FCS – Information Management	Paper and electronic	Unsecured (archives held on x and s:drives) Skynet document libraries. Secure Skynet area for correspondence with requester	3 years after creation date	Standard

Legal documents	CX - Legal	Paper and electronic	Secured (archives held on x and s:drives) Skynet document libraries or CCM; or locked filing cabinet	7 years (For Contracts under seal and other documents to be kept more than twelve year retention is fourteen years followed by review)	Secure
Guidance and handbook information	EA	Electronic and hard copy	None required	3 years (one copy to be retained in archive)	Standard
Referendum - fee and charges. Local authority information sent to the Commission relating to payroll, various local authority expenditure, superannuation etc	EA	Paper	Secure filing cabinet	2 years	Secure
Environmental Matters - Green Team meeting minutes, Environmental policy, briefings, guidance	FCS - Facilities	Word or excel	Standard security saved in Skynet document libraries	3 years	Standard

Health & Safety Information - Guidance, H&S audits for all sites, DSE assessments for all sites, H&S inspections, risk & maternity assessments, H&S meeting minutes, PAT testing	FCS - Facilities	Word, excel and intranet	Standard security saved in Skynet document libraries	5 years	Standard
Telecoms for all EC sites	FCS - Facilities	Word, excel outlook and intranet	Unsecured (archives held on x and s:drives) Skynet document libraries	When superseded	Standard
Facilities Site Management	FCS - Facilities, ICT & Finance	Word, excel, intranet, CAD or PDF	Standard security saved on Skynet document libraries	5 years	Secure
Annual Resource Accounts Documentation	FCS - Finance	Word, excel and PDF	Secure Skynet and Password protection on excel files	6 years	Secure
Asset Register (AssetWare AssetPro system)	FCS - Finance	Database	Password protected, x:drive folders and or Skynet document libraries. Access controls and only accessible by ICT, facilities and finance	6 years after last record	Secure

Bank Statements and allied documentation (BACS reports, paying in books etc)	FCS - Finance	Excel and PDF files. Paper, reconcile with FMS	Locked cabinets and safe	6 years	Secure
Guidance, Transaction Logs for all sites (financial statements, applications, signed declarations, authorisation letters, card holder data	FCS - Finance	Word, excel or PDF, FMS or Barclaycard online services	Standard security depending on storage device - e.g. password for online services	6 years	Secure
Invoices	FCS - Finance	Paper files, PDF via email then transferred onto FMS	Locked cabinets, password protected, for FMS,Skynet document libraries	6 years after last record	Secure
Management Accounting Reports	FCS - Finance	Excel, email out to other internal business.	Password protected, (archives held on x and s:drives) Skynet document libraries.	6 years	Secure
Payment Files other than invoices	FCS - Finance	Paper files, Electronic file on FMS	Locked cabinets, password protected for FMS, Skynet areas	6 years	Secure

Payroll Reports	FCS - Finance	Paper copy files and transferred on to accounting system Emails to and from Northgate and HR	Paper files are stored in locked cabinet. Secure Skynet areas. Accounting system is password protected and access is limited to finance.	7 years	Secure
Personal data on travel and subsistence claims (to include Commissioners), Personal data on car insurance forms	FCS - Finance	Accounting system	Paper files are stored in lockable cabinet Accounting system is password protected and access is limited to finance.	7 years	Secure
Benefits information (Benenden, Benefiting You, Bonus Bonds, child care vouchers, eye care vouchers, Give as you earn)	FCS - HR	Paper and electronic	HR database has password security and is limited to HR staff. Electronic documents sorted in secure x:drive folders and/or Skynet document libraries Paper files kept in locked cabinets	6 years	Secure

Commission staff personal contact details in case of emergency	FCS - HR	Electronic (blackberries, mobile, laptops)	Standard password or encryption security depending on storage device	6 months from end of employment	Secure
Payroll data (establishment model)	FCS - HR	Excel	Password protected, (archives held on x and s:drives) Skynet document libraries	6 years	Secure
Payroll files	FCS - HR	PDF	Stored in secure Skynet document libraries and paper files kept in locked cabinet	100 years from date of birth	Secure
Pensions files	FCS - HR	Paper and electronic	HR database has password security and is limited to HR staff. Secured (archives held on x and s:drives) Skynet document libraries Paper files kept in locked cabinets or secure off-site storage	100 years from date of birth	Secure

Personnel files	FCS - HR	Paper and electronic	HR database has password security and is limited to HR staff. Electronic documents sorted in secure x:drive folders and/or Skynet document libraries. Paper files kept in locked cabinets or secure off-site storage	100 years from date of birth	Secure
Recruitment files (including recruitment campaigns for past year, recruitment media reference info, Two ticks info, temporary staff requests, establishment changes)	FCS - HR	Paper and electronic	HR database has password security and is limited to HR staff. Secured (archives held on x and s:drives) Skynet document libraries Paper files kept in locked cabinets	6 months for all recruitment documents and personal details of unsuccessful job applicants Length of service plus 1 year for successful applicants	Secure

Reward (reward reviews, JESP, job evaluation)	FCS - HR	Paper and electronic	HR database has password security and is limited to HR staff. Secured (archives held on x and s:drives) Skynet document libraries Paper files kept in locked cabinets or secure off-site storage	6 years	Secure
Staff case files - investigations	FCS - HR	Paper and electronic	HR database has password security and is limited to HR staff. Secured (archives held on x and s:drives) Skynet document libraries Paper files kept in locked cabinets	Until age 72	Secure

Training/L&D files (course documentation, performance appraisal, procurement, secondment, evaluations, IiP, WIG)	FCS - HR	Paper and electronic	HR database has password security and is limited to HR staff. Secured (archives held on x and s:drives) Skynet document libraries Paper files kept in locked cabinets or secure off-site storage	6 years	Secure
IT administration data	FCS - ICT	Electronic	Unsecured (archives held on x and s:drives) Skynet document libraries	Until superseded	Standard
IT network diagrams	FCS - ICT	Electronic	Secured IT operations server	Until superseded	Secure
Procurement and contracts	FCS - Procurement	Paper or electronic	Secure cabinets and secured (archives held on x and s:drives) Skynet document libraries	1 year for unsuccessful bids 6 years from end of contract for successful bids	Secure

Applications to register a party/change of party details	PEF	Database, hard/soft, spreadsheets	Unsecured (archives held on x and s:drives) Skynet document libraries Paper copies in secure cabinets. Address information is redacted if personal address	7 years (possible transfer to TNA for permanent preservation)	Secure
Correspondence re: allegations	PEF	paper copies and emails	Secured (archives held on x and s:drives) Skynet document libraries	7 years (possible transfer to TNA for permanent preservation)	Secure
Party campaign expenditure	PEF	Paper copies and electronic database on x drive	Unsecured Skynet document libraries and paper copies in unlocked cabinets. Personal information is redacted for purpose of viewing by public.	7 years (possible transfer to TNA for permanent preservation)	Secure

Policy Development Grants (this paperwork includes staff wages and pension details of political parties)	PEF	Paper, spread-sheets and electronically	In filing system in secure cupboard in Office. Secured (archives held on x and s:drives) Skynet document libraries	7 years	Secure
Register of Electors	PEF	Electronic - details uploaded onto Commission network	Paper – secure filing cabinet Secured (archives held on x and s:drives) Skynet document libraries	2 years	Secure
Register of political parties (GB & NI)	PEF	Paper and electronic	Secured (archives held on x and s:drives) Skynet document libraries Paper copies locked in secure filing cabinet.	7 years (possible transfer to TNA for permanent preservation)	Secure
Statement of accounts	PEF	Excel	Secure database	7 years (possible transfer to TNA for permanent preservation)	Secure

Candidate expenditure returns	PEF - Enforcement	Original paper copies and database	Paper copies in unsecure cabinets. Unsecured (archives held on x and s:drives) Skynet document libraries Personal information redacted for purpose of viewing by public	7 years (possible transfer to TNA for permanent preservation)	Secure
Donation returns from political and third parties, regulated donees and permitted participants	PEF - Enforcement	Database, hard/soft, spreadsheets	Unsecured (archives held on x and s:drives) Skynet document libraries	7 years (possible transfer to TNA for permanent preservation)	Secure
Donation returns from political and third parties, regulated donees and permitted participants – Northern Ireland	PEF - Enforcement	Database, hard/soft, spreadsheets	Secure and separate drive	Indefinitely as subject to strict controls by legislation – **not** to be sent to TNA	
Enforcement / Penalty Notices	PEF - Enforcement	Paper and electronic	Secured (archives held on x and s:drives) Skynet document libraries or locked filing cabinets	7 years from close of case (possible transfer to TNA for permanent preservation)	Secure

Investigations / Casework Files	PEF - Enforcement	Paper and electronic	Secured (archives held on x and s:drives) Skynet document libraries, Class 4 Secure Unit or Locked filing cabinets	7 years from close of case (possible transfer to TNA for permanent preservation)	Secure
Case summaries	PEF - Enforcement		Website		
PEF Guidance and related correspondence	PEF – Policy and Guidance	Paper and electronic	Unsecured (archives held on x and s:drives) Skynet document libraries	7 years	
Risk Profiles	PEF – Policy and Guidance	Paper and electronic	Unsecured (archives held on x and s:drives) Skynet document libraries	5 years	

External letters and correspondence: public, MPs, Cllrs, local authorities	Various	Paper and electronic	Unsecured (archives held on x and s:drives) view levels (CCM) or in locked cabinets	Senior stakeholder correspondence should be retained for 5 years (in electronic/scanned format referenced from a central log of such correspondence). N.B. No such correspondence should be kept in email accounts or personal drives – CCM or Skynet only. Other correspondence should be kept for the life cycle of the project it is in reference to, plus 1 year.	Secure

Date of last review	Nov 2016
Date due for review	Nov 2019

The Freedom of Information Act 2000, Environmental Information Regulations 2004 and Publication Scheme Review Request form

You should **only** use this form to request a review concerning:

1. The Commission's Publication Scheme, or
2. The way your request for information under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004 was handled.

Please write clearly in BLOCK CAPITALS.

1 Your details
Title:
First name:
Other names:
Last name:
Address:
Postcode:
Daytime telephone:
Email:

2 Previous contact with the Commission
Please provide any reference number we have already given you. This will help us to process your request.

3 Details of the problem
Please explain why you want a review by ticking the relevant box below and using the space provided to explain what you think the Commission has done wrong. Please attach extra sheets if necessary.

- ☐ I requested information but I have not received any response.
- ☐ I received information but not within 20 working days.
- ☐ The information I received was not what I requested.
- ☐ I requested information that was refused, and I disagree with the decision.
- ☐ Other - please give details.

Please now send your form and supporting documents to:

Information Adviser
The Electoral Commission
3 Bunhill Row
London EC1Y 8YZ