**InterTradeIreland (ITI) has adopted a comprehensive Records Management Policy informed by best practice in Ireland and Northern Ireland. The following table outlines the various types of records held by InterTradeIreland and their retention duration. The full retention and Disposal schedule is available on request.**

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| --- | --- |
| **Record Type** | **Retention Duration** |
| **Correspondence of significance between ITI and Governmental Bodies** | 20 years |
| **Final Versions of Corporate and Business Plans Annual Reports and Reports** | Permanent Retention |
| **Final versions of Evaluations, Monitoring Forms, Surveys and Policies** | Current year plus 7 years |
| **Records of significance around Corporate Governance, including legislation, policies and procedures** | 20 years |
| **Procurement:****Tender documentation / Records of decisions****Unsuccessful Tenders** | Current year plus 7 years1 year |
| **Financial, Taxation and Budgetary Management Records and Business Planning and Internal & External Audit Documents** | Current year plus 7 years |
| **Equality Schemes, Employment returns, Annual Progress Reports , Section 75 returns and reports** | Permanent Retention |
| **Personnel Records** | Varying from 3 years to Permanent depending on the record type. |
| **Information Technology and Facilities Records** | Varying from “Current year plus 7 years” to permanent depending on record type. |
| **Advertising, Media and Marketing records** | Varying from 3 years to Permanent depending on the record type. |
| **Programme Activity****Project Files (Successful Applications)****Project Files (Unsuccessful Applications)****Grant Claims Documentation** | Completion plus 7 years or permanent depending on record typeCompletion plus 7 yearsCurrent year plus 1 yearCurrent year plus 7 years. |