



## R2969 A2 TfL information and records disposal schedule: Corporate Governance (last updated 12 March 2018)

### Purpose

The information and records disposal schedule which follows forms part of a set of corporate schedules for Transport for London (TfL). The schedules provide evidence of compliance with legislation such as the General Data Protection Regulation and the Freedom of Information Act 2000, as well as adherence to TfL's [Information and Records Management Policy](#) and TfL's commitment to [transparency](#).

The schedules assist TfL to:

- Reduce multiple sets of identical records and data.
- Remove obsolete or inaccurate information.
- Improve business processes.
- Meet legislative compliance requirements.
- Create corporate rules for records disposal as part of new system implementation.

The schedules will be revised every two years or more frequently if required. They are generic documents covering records relating to the following functions:

Schedule	Reference
Contracts and Procurement	CP
Corporate Governance	CG
Employment and Pensions	EP
Finance	FN
Health and Safety	HS
Information Management	IM
Property and Assets	PY

### Disclaimer

Any disposal schedule is by its nature a work in progress; it may be incomplete due to time restraints or complete at the time of publication but require amendments, additions and deletions at a future date.

### Note on records disposal

There are only two ways to dispose of records:

- Destroy them at a given time *or*
- Keep them permanently as part of TfL's historical record.

Records of permanent value should be transferred to the [TfL Corporate Archives](#). Hard copy (paper) records and information on portable digital media which have to be kept for a period of time before destruction (eg longer than 1 year after closure) should be transferred to the [TfL Records Stores](#).

Destruction of records in accordance with the provisions of this schedule will be suspended if it becomes apparent that there is any possibility of anticipated litigation or regulatory investigation.

### Scope

- The schedule below covers records relating to corporate governance.
- Where the *disposal action* noted is to transfer records to the TfL Corporate Archives, the specific arrangements for transfer are documented in the relevant local disposal schedule.

The provisions of the schedule are to be applied to data in all formats (electronic or paper) and in all storage locations, whether active or inactive, other than to information stored on backup tapes or discs, which are subject to a different set of disposal rules based on disaster recovery requirements, and emails held in the Symantec Enterprise Archive Vault, which has a single retention policy applied to all content once ingested into the Vault. See the *Information Management* schedule for an explanation of the retention rules applied to backup tapes or discs and the 'email archive'.

## The Schedule: Corporate Governance (Ref: CG)

### Contents

- CG1 [Governance administration](#)
- CG2 [Governance framework management](#)
- CG3 [Internal audit](#)
- CG4 [Risk management](#)
- CG5 [Strategic planning](#)
- CG6 [Subsidiary companies administration](#)

### Abbreviations

- GDPR General Data Protection Regulation
- ICSA Institute of Chartered Secretaries and Administrators
- LU London Underground
- TfL Transport for London
- TNA The National Archives

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Item no.	Item description	Purpose	Format/ medium and location (where identified)	Administrative responsibility (where identified)	Statutory/ regulatory/ recommended minimum retention period and authority	Trigger (ie event that prompts the start of the TfL retention period)	TfL retention period	Disposal action (ie action taken at the end of the TfL retention period)	TfL business requirement/ external best practice recommendation	Additional information
<b>CG1. Governance administration</b>										
CG1.1	TfL Board agenda, minutes and papers (including briefing notes)	Managing TfL Board and policy making committees and panels	Electronic/hard copy  Shared network drive, TfL website ('open' papers), TfL Corporate Archives, locked cabinet in Secretariat	Secretariat	-	<b>Date of meeting</b>	<b>Signed copies and electronic masters – retain permanently in TfL Corporate Archives</b>  <b>Spare copies – 18 months</b>	<b>Transfer to TfL Corporate Archives (by arrangement)</b>  <b>Destroy</b>	Historical value, long term business need	
CG1.2	Agenda, minutes and papers (including briefing notes): Audit & Assurance Committee; Finance & Policy Committee; Remuneration Committee	Managing TfL Board and policy making committees and panels	Electronic/hard copy  Shared network drive, TfL website ('open' papers), TfL Corporate Archives, locked cabinet in Secretariat	Secretariat	-	<b>Date of meeting</b>	<b>Signed copies and electronic masters – retain permanently in TfL Corporate Archives</b>  <b>Spare copies – 18 months</b>	<b>Transfer to TfL Corporate Archives (by arrangement)</b>  <b>Destroy</b>	Historical value, long term business need	Remuneration Committee material will be held securely with restricted access permissions applied

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CG1.3	Agenda, minutes and papers (including briefing notes): Surface Transport Panel; Rail & Underground Panel; Safety, Accessibility and Sustainability Panel	Managing TfL Board and policy making committees and panels	Electronic/hard copy  Shared network drive, TfL website ('open' papers), TfL Corporate Archives, locked cabinet in Secretariat	Secretariat	-	<b>Date of meeting</b>	<b>Signed copies and electronic masters – retain permanently in TfL Corporate Archives</b>  <b>Spare copies – 18 months</b>	<b>Transfer to TfL Corporate Archives (by arrangement)</b>  <b>Destroy</b>	Historical value, long term business need	
CG1.4	Lists and contact details of board, committee and panel members	Managing membership of TfL Board and policy making committees and panels	Electronic/hard copy  Shared network drive, individual Member folders kept in locked cabinet in Secretariat	Secretariat	-	<b>As superseded</b>	-	<b>Destroy / update (ie overwrite out-of-date contact details)</b>	A procedure is in place to weed folders of former Members to remove certain information to conform to GDPR	
CG1.5	Terms of appointment and standing confirmation hearings	Managing membership of TfL Board and policy making committees and panels	Electronic/hard copy	Secretariat	-	<b>Date of creation</b>	<b>Retain permanently in TfL Corporate Archives</b>	<b>Transfer to TfL Corporate Archives (by arrangement)</b>	Historical value, long term business need	
CG1.6	Published list of board committee and panel members	Managing membership of TfL Board and policy making committees and panels	Electronic  Shared network drive, Source	Secretariat	-	<b>Date of creation</b>	<b>Final versions – retain permanently in TfL Corporate Archives</b>  <b>Destroy local versions as convenient</b>	<b>Transfer to TfL Corporate Archives (by arrangement)</b>	Historical value, long term business need	
CG1.7	Published Board member's photos and biographies	Managing membership of TfL Board and policy making committees and panels	Electronic  Shared network drives, TfL website	Secretariat	-	<b>Date of creation</b>	<b>Final versions – retain permanently in TfL Corporate Archives</b>  <b>Destroy local versions as convenient</b>	<b>Transfer to TfL Corporate Archives (by arrangement)</b>	Historical value, long term business need	

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CG1.8	Published structure of TfL and its subordinate bodies	Publishing TfL Board and committee and panel structure	Electronic  Shared network drives, Source	Secretariat	-	<b>Date of creation</b>	<b>Final versions – retain permanently in TfL Corporate Archives</b>  <i>Destroy local versions as convenient</i>	<b>Transfer to TfL Corporate Archives (by arrangement)</b>	Historical value, long term business need	
CG1.9	Meetings correspondence	Managing documentation for meetings	Electronic  Shared network drive	Secretariat	-	<b>Action completed</b>	<b>5 years</b>	<b>Destroy</b>	UK best practice	
CG1.10	Corporate meetings calendar	Managing documentation for meetings	Electronic  Shared network drive, Source	Secretariat	-	<b>Action completed</b>	<b>Shared network drive copies – 5 years</b>	<b>Destroy</b>	To tie in with retention of meetings correspondence and support on-going scheduling of meetings	
CG1.11	Sealing Registers	To comply with Company Secretarial UK best practice by maintaining a record of company seals being applied	Hard copy  Locked cabinet in Secretariat	Secretariat	-	<b>Date of last entry</b>	<b>Retain permanently in TfL Corporate Archives</b>	<b>Transfer to TfL Corporate Archives (by arrangement)</b>	Historical value	
CG1.12	Sealing request forms	To establish that correct authority has been given under Standing Orders for entering into the contract	Electronic/hard copy  Shared network drive, locked cabinet in Secretariat	Secretariat	-	<b>Expiry or termination of related deed</b>	<b>13 years</b>	<b>Destroy</b>	To tie in with retention period for contracts executed as a deed	
CG1.13	Leadership Team agenda, minutes and papers	Review and approval of items of a strategic and pan-TfL nature	Electronic/hard copy	Customer Experience, Marketing and Communications	-	<b>Date of meeting</b>	<b>Retain permanently in TfL Corporate Archives</b>	<b>Transfer to TfL Corporate Archives (by arrangement)</b>	Historical value, long term business need	
<b>CG2. Governance framework management</b>										

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CG2.1	Standing Orders	Developing TfL's corporate governance structure and rules	Electronic/hard copy  TfL website, Source, shared network drive	Secretariat	-	<b>Date of creation</b>	<b>Retain permanently in TfL Corporate Archives</b>	<b>Transfer hard copies to TfL Corporate Archives as convenient and digital versions on creation (by arrangement)</b>	Historical value and legal need if legitimacy of action challenged	
CG2.2	Secondary legislation made by TfL  <i>Orders made by TfL with powers conferred by primary legislation</i>	Developing TfL's corporate governance structure and rules	Electronic/hard copy	Public and Regulatory Law Team	-	<b>Date of creation</b>	<b>Retain permanently in TfL Corporate Archives</b>	<b>Transfer hard copies to TfL Corporate Archives as convenient and digital versions on creation (by arrangement)</b>	Historical value and to ensure there is a complete record of secondary legislation made by TfL	
CG2.3	Primary legislation promoted by TfL  <i>Legislation promoted in parliament by TfL</i>	Developing TfL's corporate governance structure and rules	Electronic/hard copy	Public and Regulatory Law Team	-	<b>Date of creation</b>	<b>Retain permanently in TfL Corporate Archives</b>	<b>Transfer hard copies to TfL Corporate Archives as convenient and digital versions on creation (by arrangement)</b>	Historical value and to ensure there is a complete record of laws promoted by TfL	
CG2.4	Bills as deposited in Parliament	Developing TfL's corporate governance structure and rules	Electronic	Public and Regulatory Law Team	-	<b>Date of creation</b>	<b>Retain permanently in TfL Corporate Archives</b>	<b>Transfer to TfL Corporate Archives on creation (by arrangement)</b>	Historical value and to ensure there is a complete record of laws promoted by TfL	
CG2.5	Instructions to agents for development of primary legislation promoted by TfL	Developing TfL's corporate governance structure and rules	Electronic/hard copy	Public and regulatory Law Team	-	<b>Date of creation</b>	<b>Retain permanently</b>	<b>Transfer to TfL Corporate Archives (by arrangement)</b>	Historical value and to ensure there is a complete record of laws promoted by TfL	
CG2.6	Code of Conduct	Developing TfL's corporate governance structure and rules	Electronic  TfL website, Source, shared network drive	General Counsel	-	<b>Date of creation</b>	<b>Retain permanently in TfL Corporate Archives</b>	<b>Transfer to TfL Corporate Archives on creation (by arrangement)</b>	Historical value and legal need if legitimacy of action challenged	
CG2.7	Code of Corporate Governance	Developing TfL's corporate governance structure and rules	Electronic  TfL website, Source, shared network drive	General Counsel	-	<b>Date of creation</b>	<b>Retain permanently in TfL Corporate Archives</b>	<b>Transfer digital versions to Corporate Archives on creation (by arrangement)</b>	Historical/ evidential value	Included as part of Annual Statement of Accounts (see item CG5.4)

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CG2.8	Corporate Policies	Developing TfL's corporate governance structure and rules	Electronic  Source, shared network drives	All directorates	-	<b>Date of creation</b>	<b>Retain permanently in TfL Corporate Archives</b>	<b>Transfer to TfL Corporate Archives on creation (by arrangement)</b>	Historical/evidential value	
CG2.9	Corporate Standards	Developing TfL's corporate governance structure and rules	Electronic  Source, shared network drives	All directorates	-	<b>Date of creation</b>	<b>Retain permanently in TfL Corporate Archives</b>	<b>Transfer to TfL Corporate Archives on creation (by arrangement)</b>	Historical/evidential value	
CG2.10	Corporate Gifts and Hospitality Register (including records relating to TfL Board members, TfL subsidiary company members and applicable TfL employees)	Maintaining TfL's corporate governance structure and rules	Electronic/hard copy  Shared network drive	Secretariat	-	<b>Individual ceases to be a TfL Board member or employee</b>	<b>Retain permanently in TfL Corporate Archives</b>	<b>Transfer to TfL Corporate Archives (by arrangement)</b>	Historical value	
CG2.11	Declarations of interest of TfL Board members and TfL subsidiary company members	Maintaining TfL's corporate governance structure and rules	Electronic/hard copy  Shared network drive, TfL website	Secretariat	-	<b>Individual ceases to be TfL Board member</b>	<b>Retain permanently in TfL Corporate Archives</b>	<b>Transfer to TfL Corporate Archives (by arrangement)</b>	Historical value	
<b>CG3. Internal audit</b>										
CG3.1	Annual integrated assurance / audit plans and strategies	Planning the internal audit programme	Electronic  Shared network drive	Internal Audit Business Support	-	<b>Last action</b>	<b>6 years</b>	<b>Destroy (may be appropriate to offer TfL Corporate Archives before destruction)</b>	Evidential value and to assist in forward planning as per <b>Internal Audit Records Management Policy v2</b>	
CG3.2	Audit working papers including engagement letters, audit programmes, testing documentation and assignment-related correspondence/ meeting notes	Planning and conducting internal audit programme	Electronic  AutoAudit	Audit Managers and Internal Audit Business Support	-	<b>Date of final report</b>	<b>6 years</b>	<b>Destroy</b>	Evidential value and to assist in forward planning as per <b>Internal Audit Records Management Policy v2</b>	For details of the retention requirements for transport safety monitoring internal safety audits see the <a href="#">Health and Safety</a> disposal schedule (item HS5.5)

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CG3.3	Audit reports (including interim)	Conducting internal audits	Electronic  AutoAudit	Internal Audit Business Support	-	<b>Date of final action completed</b>	<b>6 years</b>	<b>Destroy</b>	Evidential value and to assist in forward planning as per <b>Internal Audit Records Management Policy v2</b>	For details of the retention requirements for transport safety monitoring internal safety audits see the <a href="#">Health and Safety</a> disposal schedule (item HS5.5)
CG3.4	Outputs and working papers from fraud investigations, including data collected and associated correspondence/case notes	Conducting fraud investigations	Electronic/hard copy  AutoAudit, hard copy Fraud files	Internal Audit Business Support	Limitation period for fraud related claims is 6 years from the date on which the plaintiff discovered the fraud  <a href="#">Limitation Act 1980 s.2 and s.32</a>	<b>Close of proceedings (including any legal proceedings)</b>	<b>7 years</b>	<b>Destroy</b>	Evidential value and to assist in forward planning as per <b>Internal Audit Records Management Policy v2</b>	
CG3.5	Manuals and guides relating to departmental procedures	Conducting internal audits and fraud investigations	Electronic  Shared network drive, staff copies	Internal Audit Business Support	-	<b>As superseded</b>	-	<b>Destroy</b>	Evidential value and to assist in forward planning as per <b>Internal Audit Records Management Policy v2</b>	
CG3.6	Correspondence eg management letters, advice and consultancy (non-audit assignment/ investigation specific)	Maintaining relationships and working practices	Electronic/hard copy  AutoAudit, shared network drive	Internal Audit Business Support	-	<b>Last action</b>	<b>3 years</b>	<b>Destroy</b>	Evidential value and to assist in forward planning as per <b>Internal Audit Records Management Policy v2</b>	
CG3.7	Minutes and papers of meetings, including Audit and Assurance Committee papers (non-audit assignment/ investigation specific)	Maintaining relationships and working practices	Electronic/hard copy  Shared network drive, IA Library	Internal Audit Business Support	-	<b>Last action</b>	<b>1 year</b>	<b>Destroy</b>	Evidential value and to assist in forward planning as per <b>Internal Audit Records Management Policy v2</b>	Disposal of Audit Committee minutes and papers is covered in section CG1 of this schedule
<b>CG4. Risk management</b>										

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CG4.1	Corporate risk management strategy	Developing and reviewing risk management policy and strategy	Electronic/hard copy	Finance	-	<b>As superseded</b>	<b>5 years</b>	<b>Destroy</b>	<a href="#">JISC Records Retention Schedule – Risk Management</a>	
CG4.2	Corporate risk management plan	Developing and reviewing risk management strategy	Electronic/hard copy	Finance	-	<b>As superseded</b>	<b>5 years</b>	<b>Destroy</b>	<a href="#">JISC Records Retention Schedule – Risk Management</a>	
CG4.3	Strategic risk map	Developing and reviewing risk management strategy	Electronic/hard copy	Finance	-	<b>As superseded</b>	<b>5 years</b>	<b>Destroy</b>	<a href="#">JISC Records Retention Schedule – Risk Management</a>	
CG4.4	Corporate risk analysis	Identifying, assessing and reviewing business risk	Electronic/hard copy	Finance	-	<b>As superseded</b>	<b>5 years</b>	<b>Destroy</b>	<a href="#">JISC Records Retention Schedule – Risk Management</a>	
CG4.5	Corporate risk impact assessment	Identifying, assessing and reviewing business risk	Electronic/hard copy	Finance	-	<b>As superseded</b>	<b>5 years</b>	<b>Destroy</b>	<a href="#">JISC Records Retention Schedule – Risk Management</a>	
CG4.6	Corporate risk register	Identifying, assessing and reviewing business risk	Electronic Active Risk Manager database	Finance	-	<b>As superseded</b>	<b>5 years</b>	<b>Destroy</b>	<a href="#">JISC Records Retention Schedule – Risk Management</a>	
CG4.7	Risk management procedures	Developing and reviewing risk management strategy	Electronic/hard copy	Finance	-	<b>As superseded</b>	<b>5 years</b>	<b>Destroy</b>	<a href="#">JISC Records Retention Schedule – Risk Management</a>	
CG4.8	Risk management group agenda, minutes and papers (legacy)	Developing and reviewing risk management strategy	Electronic/hard copy	Corporate Governance	-	<b>Date of meeting</b>	<b>5 years</b>	<b>Destroy</b>	UK best practice	Corporate Governance now disbanded
CG4.9	Local risk management strategy	Identifying, assessing and reviewing business risk	Electronic Shared network drives, local databases	Business areas; project managers	-	<b>As superseded</b>	<b>1 year</b>	<b>Destroy</b>	<a href="#">JISC Records Retention Schedule – Risk Management</a>	
CG4.10	Local risk registers	Identifying, assessing and reviewing business risk	Electronic Shared network drives, local	Business areas; project managers	-	<b>As superseded</b>	<b>1 year</b>	<b>Destroy</b>	<a href="#">JISC Records Retention Schedule – Risk Management</a>	

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CG4.11	Local risk management plans	Identifying, assessing and reviewing business risk	Electronic  Shared network drives, local	Business areas; project managers	-	<b>As superseded</b>	<b>1 year</b>	<b>Destroy</b>	<a href="#">JISC Records Retention Schedule – Risk Management</a>	
CG4.12	Local risk impact assessments	Identifying, assessing and reviewing business risk	Electronic  Shared network drives	Business areas	-	<b>As superseded</b>	<b>1 year</b>	<b>Destroy</b>	<a href="#">JISC Records Retention Schedule – Risk Management</a>	
CG4.13	Contingency plans	Development and testing of disaster prevention, response and recovery plans	Electronic/hard copy  Shared network drives	Business areas	-	<b>As superseded</b>	<b>1 year</b>	<b>Destroy</b>	<a href="#">JISC Records Retention Schedule – Risk Management</a>	
CG4.14	Business recovery plans	Development and testing of disaster prevention, response and recovery plans	Electronic/hard copy  Shared network drives	Business areas	-	<b>As superseded</b>	<b>1 year</b>	<b>Destroy</b>	<a href="#">JISC Records Retention Schedule – Risk Management</a>	
CG4.15	Disaster plans	Development and testing of disaster prevention, response and recovery plans	Electronic/hard copy  Shared network drives	Business areas	-	<b>As superseded</b>	<b>1 year</b>	<b>Destroy</b>	<a href="#">JISC Records Retention Schedule – Risk Management</a>	
CG4.16	Emergency planning exercises documentation	Development and testing of disaster prevention, response and recovery plans	Electronic/hard copy  Shared network drives	Business areas	-	<b>As superseded</b>	<b>1 year</b>	<b>Destroy</b>	<a href="#">JISC Records Retention Schedule – Risk Management</a>	
CG4.17	Emergency contacts – external agencies	Development and testing of disaster prevention, response and recovery plans	Electronic/hard copy  Shared network drives	Business areas	-	<b>As superseded</b>	-	<b>Destroy / update (ie overwrite out-of-date contact details)</b>	UK best practice	
CG4.18	Emergency contacts – staff	Development and testing of disaster prevention, response and recovery plans	Electronic/hard copy  Shared network drives	Business areas	-	<b>As superseded</b>	-	<b>Destroy / update (ie overwrite out-of-date contact details)</b>	UK best practice	

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CG4.19	Vital records schedules	Identification and protection of vital information resources	Electronic/hard copy  Shared network drives	Business areas	-	<b>As superseded</b>	-	<b>Destroy</b>	UK best practice	
CG4.20	Information assets registers	Identification and protection of vital information resources	Electronic  Shared network drives	Business areas	-	<b>As superseded</b>	-	<b>Destroy</b>	UK best practice	
<b>CG5. Strategic planning</b>										
CG5.1	Corporate Plans – Surface and Rail and Underground	Definition of strategic goals and objectives and formulation of plans to achieve these goals and objectives	Electronic/hard copy	Managing Directors office	-	<b>Date of creation</b>	<b>Retain permanently in TfL Corporate Archives</b>	<b>Transfer digital versions to TfL Corporate Archives on creation (by arrangement)</b>	Historical/evidential value	
CG5.2	Strategic plans – Surface and Rail and Underground	Definition of strategic goals and objectives and formulation of plans to achieve these goals and objectives	Electronic/hard copy	Managing Directors office	-	<b>Date of creation</b>	<b>Retain permanently in TfL Corporate Archives</b>	<b>Transfer digital versions to TfL Corporate Archives on creation (by arrangement)</b>	Historical/evidential value	
CG5.3	Business plans	Definition of strategic goals and objectives and formulation of plans to achieve these goals and objectives	Electronic  Published on TfL website	Finance	-	<b>Date of creation</b>	<b>Retain permanently in TfL Corporate Archives</b>	<b>Transfer digital versions to TfL Corporate Archives on creation (by arrangement)</b>	Historical/evidential value	
CG5.4	Annual Report and Statement of Accounts	Definition of strategic goals and objectives and formulation of plans to achieve these goals and objectives	Electronic  Published on TfL website	Finance; Customer Experience, Marketing and Communications	-	<b>Date of creation</b>	<b>Retain permanently in TfL Corporate Archives</b>	<b>Transfer digital versions to TfL Corporate Archives on creation (by arrangement)</b>	Historical/evidential value	The Annual report is written by Marketing and Communications, and the Statement of Accounts (administered by Finance) is annexed to the report.

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CG5.5	Commissioner's Reports	Provide an overview of major issues and developments since the last meeting of the TfL Board, and update the Board on significant projects and initiatives	Electronic/hard copy	Customer Experience, Marketing and Communications	-	<b>Date of creation</b>	<b>Retain permanently in TfL Corporate Archives</b>	<b>Transfer digital versions to TfL Corporate Archives on creation (by arrangement)</b>	Historical/ evidential value	
CG5.6	Organisation charts	Planning and implementation of organisational and cultural change, and analysis of its impact	Electronic/hard copy	HR	-	<b>Date of creation</b>	<b>Retain permanently in TfL Corporate Archives</b>	<b>Transfer digital versions to TfL Corporate Archives on creation (by arrangement)</b>	Historical/ evidential value	
CG5.7	Local organisation charts	Showing organisational structure	Electronic  Shared network drives	Business areas	-	<b>As superseded</b>	-	<b>Destroy / update (ie overwrite out-of-date details)</b>	UK best practice	
<b>CG6. Subsidiary companies administration</b>										
CG6.1	Agenda, minutes and papers (including briefing notes): meetings of directors of TfL subsidiary companies (London Transport Guernsey Ltd; Transport Trading Ltd; TfL Trustee Company Ltd and their subsidiaries)	Required under the <a href="#">Companies Act 2006 s.248 and 355</a>	Electronic/hard copy	Secretariat	Minutes to be kept for 10 years from date of meeting  <a href="#">Companies Act 2006 s.248 and 355</a>	<b>Date of meeting</b>	<b>Signed copies and electronic masters – retain permanently in TfL Corporate Archives</b>  <b>Spare copies – 18 months</b>	<b>Transfer to TfL Corporate Archives (by arrangement)</b>  <b>Destroy</b>	Historical value, long term business need	
CG6.2	Agenda, minutes and papers (including briefing notes): meetings of general meetings of TfL subsidiary companies	Required under the <a href="#">Companies Act 2006 s.248 and 355</a>	Electronic/hard copy	Secretariat	Minutes to be kept for 10 years from date of meeting  <a href="#">Companies Act 2006 s.248 and 355</a>	<b>Date of meeting</b>	<b>Signed copies and electronic masters – retain permanently in TfL Corporate Archives</b>  <b>Spare copies – 18 months</b>	<b>Transfer to TfL Corporate Archives (by arrangement)</b>  <b>Destroy</b>	Historical value, long term business need	

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CG6.3	Record of statutory written resolutions of the company	Required under the <a href="#">Companies Act 2006 s.355</a>	Electronic/hard copy	Secretariat	Resolutions to be kept for 10 years from date of resolution <a href="#">Companies Act 2006 s.355</a>	<b>Date of resolution</b>	<b>Retain permanently in TfL Corporate Archives</b>	<b>Transfer to TfL Corporate Archives (by arrangement)</b>	Historical value, long term business need	May be kept as a sub-set of the minutes
CG6.4	Register of Directors and Secretaries	Required under the <a href="#">Companies Act 2006 s.162 and 275</a>	Electronic/hard copy	Secretariat	-	<b>Date of last entry</b>	<b>Retain permanently in TfL Corporate Archives</b>	<b>Transfer to TfL Corporate Archives (by arrangement)</b>	Historical value, long term business need	
CG6.5	Register of Directors' interests in shares and debentures	Formerly required under the <a href="#">Companies Act 1985 ss.324-9</a>	Electronic/hard copy	Secretariat	-	<b>Date of last entry</b>	<b>Retain permanently in TfL Corporate Archives</b>	<b>Transfer to TfL Corporate Archives (by arrangement)</b>	Historical value, also as recommended by ICSA	May be kept as a sub-set of the minutes
CG6.6	Register of Directors' interests in transactions or arrangements	Requirement under the <a href="#">Companies Act 2006 s.177</a>	Electronic/hard copy	Secretariat	-	<b>Date of last entry</b>	<b>Retain permanently in TfL Corporate Archives</b>	<b>Transfer to TfL Corporate Archives (by arrangement)</b>	Historical value; also as recommended by ICSA	May be kept as a sub-set of the minutes
CG6.7	Register of debentures or loan stock holders	Requirement under the <a href="#">Companies Act 2006 s.743</a>	Electronic/hard copy	Secretariat	Time limit for claims arising from entry in register is not enforceable more than 10 years after the date the entry was made or deleted <a href="#">Companies Act 2006 s. 748</a>	<b>Date of last entry</b>	<b>11 years</b>	<b>Destroy</b>		
CG6.8	Register of charges	Requirement under the <a href="#">Companies Act 2006 s.876</a>	Electronic/hard copy	Secretariat	-	<b>Date of last entry</b>	<b>Retain permanently in TfL Corporate Archives</b>	<b>Transfer to TfL Corporate Archives on demise of company (by arrangement)</b>	Historical value	
CG6.9	Copies of charge instruments or copy of one debenture of a series required to be made available for inspection	Requirement under the <a href="#">Companies Act 2006 s.875</a>	Electronic/hard copy	Secretariat	-	<b>Date of last entry</b>	<b>Retain permanently in TfL Corporate Archives</b>	<b>Transfer to TfL Corporate Archives on demise of company (by arrangement)</b>	Historical value	

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CG6.10	Register of Members	Requirement under the <a href="#">Companies Act 2006 ss.113-115</a>	Electronic/hard copy	Secretariat	Records may be removed from the register 10 years after membership ceases <a href="#">Companies Act 2006 s. 121</a>	<b>Date of last entry</b>	<b>Retain permanently in TfL Corporate Archives</b>	<b>Transfer to TfL Corporate Archives (by arrangement)</b>	Historical value	
CG6.11	Certificate of incorporation	Requirement under the <a href="#">Companies Act 2006 s.15</a>	Electronic/hard copy	Secretariat	-	<b>Date of certificate</b>	<b>Retain permanently in TfL Corporate Archives</b>	<b>Transfer to TfL Corporate Archives on demise of company (by arrangement)</b>	Historical value; also as recommended by ICSA	
CG6.12	Certificate of change of company name	Requirement under the <a href="#">Companies Act 2006 s.80</a>	Electronic/hard copy	Secretariat	-	<b>Date of certificate</b>	<b>Retain permanently in TfL Corporate Archives</b>	<b>Transfer to TfL Corporate Archives on demise of company (by arrangement)</b>	Historical value; also as recommended by ICSA	
CG6.13	Memoranda and Articles of Association	Requirement under the <a href="#">Companies Act 2006 s.32</a>	Electronic/hard copy	Secretariat	-	<b>Date of creation</b>	<b>Retain one version of each permanently in TfL Corporate Archives</b>	<b>Transfer to TfL Corporate Archives on demise of company (by arrangement)</b>	Historical value; also as recommended by ICSA	
CG6.14	Printed copies of resolutions filed at Companies House	Requirement under the <a href="#">Companies Act 2006 s.32</a>	Electronic/hard copy	Secretariat	-	<b>Date of filing</b>	<b>Retain permanently in TfL Corporate Archives</b>	<b>Transfer to TfL Corporate Archives on demise of company (by arrangement)</b>	Historical value	
CG6.15	Statement of capital filed with registrar under the <a href="#">Companies Act 2006 s.10 and 555</a>	Requirement under the <a href="#">Companies Act 2006 s.10 and 555</a>	Electronic/hard copy	Secretariat	-	<b>Date of filing</b>	<b>Retain permanently in TfL Corporate Archives</b>	<b>Transfer to TfL Corporate Archives on demise of company (by arrangement)</b>	Historical value	
CG6.16	Other constitutional documents which may need to be supplied to Members under the <a href="#">Companies Act 2006 s.32</a>	Requirement under the <a href="#">Companies Act 2006 s.32</a>	Electronic/hard copy	Secretariat	-	<b>Date of creation</b>	<b>Retain permanently in TfL Corporate Archives</b>	<b>Transfer to TfL Corporate Archives on demise of company (by arrangement)</b>	Historical value	

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CG6.17	Copies of any other statutory returns filed at Companies House in respect of filed documents	Requirement under the <a href="#">Companies Act 2006 s.32</a>	Electronic/hard copy	Secretariat	-	<b>Date of filing</b>	<b>Retain permanently in TfL Corporate Archives</b>	<b>Transfer to TfL Corporate Archives on demise of company (by arrangement)</b>	Historical value	
CG6.18	Acknowledgements of receipt issued by Companies House in respect of filed documents	To keep a record of documents filed	Electronic/hard copy	Secretariat	-	<b>Confirmation of entry on Companies House file</b>	-	<b>Destroy</b>	As recommended by ICSA	
CG6.19	Published list of Directors and Secretaries	Public relations	Electronic  Source	Secretariat	-	<b>Date of creation</b>	<b>Final versions – retain permanently in TfL Corporate Archives</b>  <i>Destroy local versions as convenient</i>	<b>Transfer to TfL Corporate Archives (by arrangement)</b>	Historical value, long term business need	
CG6.20	Companies' organisational chart	Public relations	Electronic  Source	Secretariat	-	<b>Date of creation</b>	<b>Final versions – retain permanently in TfL Corporate Archives</b>  <i>Destroy local versions as convenient</i>	<b>Transfer digital versions to TfL Corporate Archives (by arrangement)</b>	Historical/evidential value	

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