



## R2973 A2 TfL information and records disposal schedule: Technology & Data (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
Technology & Data	T&D
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 (e.g. 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 information management.
- For records relating to technology & data contracts (eg information storage contracts) see the [Contracts and Procurement](#) records disposal schedule.
- For information management policies see the [Corporate Governance](#) records 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 *Technology & Data* schedule for an explanation of the retention rules applied to backup discs and the 'email archive'.

## The Schedule: Technology & Data (Ref: T&D)

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IM6	<a href="#">Technology &amp; Data procedures</a>
IM7	<a href="#">Information storage</a>
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IM9	<a href="#">Information technology operations</a>
IM10	<a href="#">Intellectual property management</a>

### Abbreviations and acronyms

BS 10008:2014	British Standard for Evidential weight and legal admissibility of electronic information. Specification
BTC	British Transport Commission
CALM	Archives management database
DPDT	Data Protection and Disclosures Team
EIR	Environmental Information Regulations
EOS	Enforcement and On-Street Operations
FOIA	Freedom of Information Act
GDPR	General Data Protection Regulations
HR	Human Resources
ICSA	Institute of Chartered Secretaries and Administrators
IPR	Intellectual Property Rights
LTM	London Transport Museum
LUL	London Underground Limited
Muniments	Formerly known as the Legal Documents Registry
RMWeb.Net	Records management database
SAP CRM	Customer Relationship Management database
TfL	Transport for London
TNA	The National Archives
TPH	Taxi and Private Hire
TfL IM	Corporate Information Management (IT function)

TfL information and records disposal schedule: Information Management (last updated 12 March 2018; version 7.0)										
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>IM1. Corporate Archives management</b>										
IM1.1	Accessions register (register of records accepted into the TfL Corporate Archives)	Documenting the acquisition of records	Electronic Excel	Information Governance	-	<b>Creation</b>	-	<b>Retain permanently</b>	To assist in establishing provenance	
IM1.2	Record series list/catalogue	Managing access to the TfL Corporate Archives	Electronic CALM	Information Governance	-	<b>Creation</b>	-	<b>Retain permanently</b>	<a href="#">TNA Retention Scheduling guideline no. 9 Information Management Records</a>	

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IM1.3	Records storeroom location register	Managing access to the TfL Corporate Archives	Electronic Excel	Information Governance	-	<b>As superseded</b>	-	<b>Register to be kept updated</b>	UK best practice	
IM1.4	Diary of visitors to the TfL Corporate Archives and associated forms	Managing access to the TfL Corporate Archives	Electronic/hard copy	Information Governance	-	<b>Last use of TfL Corporate Archives by registered user</b>	<b>2 years</b>	<b>Destroy</b>	To monitor users over time	
IM1.5	Records of enquiry relating to use of the TfL Corporate Archives	Managing access to the TfL Corporate Archives	Electronic	Information Governance	-	<b>Last action</b>	<b>3 years</b>	<b>Destroy</b>	To monitor users over time and to tie in with retention period for FOI enquiries	
IM1.6	Agreements with donors/users eg transfer, copyright or confidentiality agreements	Managing access to the TfL Corporate Archives	Electronic	Information Governance	Life of agreement + 6 years <a href="#">Limitation Act 1980 s.5</a>	<b>Expiry of agreement or relationship with individual ceases</b>	<b>7 years</b>	<b>Destroy</b>	To assist in the event of any legal claims	
IM1.7	TfL Corporate Archives exhibition material	Promoting and publicising use of the TfL Corporate Archives	Electronic/hard copy	Information Governance	-	<b>As superseded</b>	-	<b>Destroy</b>	UK best practice	
IM1.8	TfL Corporate Archives research guides	Promoting and publicising use of the TfL Corporate Archives	Electronic/hard copy	Information Governance	-	<b>As superseded</b>	-	<b>Research guides regularly updated</b>	UK best practice	
IM1.9	Schedules of records loaned to other organisations	Promoting and publicising use of the TfL Corporate Archives	Electronic/hard copy	Information Governance	-	<b>Creation</b>	-	<b>As long as the record is held by TfL</b>	<a href="#">TNA Retention Scheduling guideline no. 9 Information Management Records</a>	
<b>IM2. Data backup</b>										
IM2.1	Backup tapes and discs: daily incremental backup	Business continuity	Electronic	TfL T&D	-	<b>Creation</b>	<b>1 month</b>	<b>Destroy</b>	Disaster recovery	
IM2.2	Backup tapes and discs: weekly full backup	Business continuity	Electronic	TfL T&D	-	<b>Creation</b>	<b>1 month</b>	<b>Destroy</b>	Disaster recovery	

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IM2.3	Backup tapes and discs: monthly/period full backup	Business continuity	Electronic	TfL T&D	-	Creation	2 years	Destroy	Disaster recovery	
IM2.4	Backup tapes: 13 month period full backup (year end)	Business continuity	Electronic	TfL T&D	-	Creation	2 years	Destroy	Disaster recovery	
<b>IM3. Historical collections management</b>										
IM3.1	Accessions register (BTC material only)	Documenting the acquisition of collections	Electronic/hard copy	LTM	-	Creation	-	Retain permanently	To assist in establishing provenance	
IM3.2	Record of donations or loans	Documenting the acquisition of collections	Electronic/hard copy	LTM	-	Creation	-	Retain permanently	<a href="#">TNA Retention Scheduling guideline no. 9 Information Management Records</a>	
IM3.3	Collections catalogue (includes Collections location)	Documenting the acquisition of collections	Electronic	LTM	-	Creation	-	Retain permanently	<a href="#">TNA Retention Scheduling guideline no. 9 Information Management Records</a>	
IM3.4	Record of users of collection material	Managing access to the collections	Electronic/hard copy	LTM	-	Last use	3 years	Destroy	To monitor users over time	
IM3.5	Records of enquiry relating to use of the collections	Managing access to the collections	Electronic	LTM	-	Last action	3 years	Destroy	To monitor users over time	
IM3.6	Guides	Promoting and publicising use of the collections	Electronic/hard copy	LTM	-	As superseded	-	Guides to be updated	UK best practice	
<b>IM4. Information compliance</b>										
IM4.1	Subject access requests for personal data under the General Data Protection Regulation	Managing subject access requests under the DPA	Electronic/hard copy	Information Governance; HR	-	Case closed	2 years	Destroy	To allow for the resolution of complaints to the Information Commissioner	

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IM4.2	Consents for the processing of personal or sensitive personal data	Managing subject access requests under the General Data Protection Regulation	Electronic/hard copy	Business area responsible for data collection	As long as the data is processed and held in respect of a living individual General Data Protection Regulation	<b>Processing of relevant data ceases and data is destroyed</b>	-	<b>Destroy</b>	To comply with the GDPR and <a href="#">TfL's Privacy and Data Protection Policy</a>	
IM4.3	Third party requests for personal data held by TfL	Managing third party requests under the DPA	Electronic/hard copy	Responsible business area ie EOS, Information Governance, Oyster Help Desk, TPH	-	<b>Case closed</b>	<b>2 years (*)</b>	<b>Destroy</b>	To allow for the resolution of complaints to the Information Commissioner	* Third party requests (journey data disclosure requests) held by EOS are retained for 2 years if they relate to national security. Non-national security requests are only held by EOS for 1 year (as noted on the DPDT local disposal schedule)
IM4.4	Requests for information made under the Freedom of Information Act 2000	Managing requests for information under the FOIA	Electronic/hard copy	Information Governance; contributing business areas	-	<b>End of financial year of request</b>	<b>3 years</b>	<b>Destroy (*)</b>	To allow for the resolution of complaints to the Information Commissioner and support re-use of information	* Some anonymised case files may be passed for inclusion in the TfL Corporate Archives after review of the information access requests case log (see item IM4.6)
IM4.5	Requests for information made under the Environmental Information Regulations	Managing requests for information under the EIRS	Electronic/hard copy	Information Governance; contributing business areas	-	<b>End of financial year of request</b>	<b>3 years</b>	<b>Destroy (*)</b>	To allow for the resolution of complaints to the Information Commissioner and support re-use of information	* Some anonymised case files may be passed for inclusion in the TfL Corporate Archives after review of the information access requests case log (see item IM4.6)

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IM4.6	Information access requests case log	Managing requests for information under the FOIA and EIRS	Electronic	Information Governance	-	<b>End of financial year</b>	<b>3 years</b>	<b>Destroy (*)</b>	To allow for the resolution of complaints to the Information Commissioner and support re-use of information	* The log will be passed to TfL Corporate Archives to assist assessment of whether any case files should be anonymised and retained permanently in the TfL Corporate Archives (see items IM4.4 and IM4.5)
IM4.7	Complaints relating to the handling of information access requests under the FOIA, DPA or EIRS	Investigating and resolving complaints	Electronic/hard copy	Information Governance	-	<b>Case closed</b>	<b>2 years</b>	<b>Destroy</b>	To allow for the resolution of complaints to the Information Commissioner and also to comply with statutory codes of practice	
IM4.8	Information about data security incidents	Investigating and resolving information security breaches	Electronic/hard copy	Information Governance; TfL IM	-	<b>Case closed</b>	<b>2 years</b>	<b>Destroy</b>	To allow for the resolution of complaints to the Information Commissioner	
<b>IM5. Information disposal</b>										
IM5.1	Records disposal schedules	Documenting the disposal of corporate records	Electronic	Information Governance (corporate); business area (local)	-	<b>Creation</b>	-	<b>Transfer one version of each approved schedule to the TfL Corporate Archives for permanent retention</b>	<a href="#">Lord Chancellor's Code of Practice on the management of records issued under section 46 of the Freedom of Information Act 2000 s.12.7</a>	
IM5.2	Documentation relating to the compilation of disposal schedules	Documenting the disposal of corporate records	Electronic	Information Governance (corporate); business area (local)	-	<b>Last action</b>	<b>10 years</b>	<b>Destroy</b>	<a href="#">TNA Retention Scheduling guideline no. 9 Information Management Records</a>	

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IM5.3	Review lists	Documenting the disposal of corporate records	Electronic	Information Governance	-	<b>Last action</b>	<b>5 years</b>	<b>Destroy</b>	<a href="#">TNA Retention Scheduling guideline no. 9 Information Management Records</a>	
IM5.4	Destruction authorisation lists	Authorising destruction of records held in external storage	Electronic/hard copy	Information Governance	-	<b>Last action</b>	<b>2 years</b>	<b>Destroy</b>	To allow for audit and statistical purposes	
IM5.5	Logs, lists, certificates or databases of records destroyed	Monitoring destruction of records	Electronic/hard copy	Information Governance (corporate); business area (local)	-	<b>Last action</b>	<b>10 years</b>	<b>Destroy</b>	To assist in defending any legal claims in relation to records destruction	
IM5.6	Information stored in "personal" drives ("U" drives)	Monitoring destruction of records	Electronic	TfL T&D	-	<b>Notification of the termination of individual's employment</b>  <b>Account inactive (where IM have not been notified of termination or long term leave)</b>	<b>90 days</b>  <b>180 days</b>	<b>Destroy</b>  <b>Destroy</b>		It is assumed that any information of business value will have been removed from the account and stored in the relevant shared network area prior to termination of employment
IM5.7	Information in individual email accounts	Monitoring destruction of records	Electronic	TfL T&D	-	<b>Notification of the termination of individual's employment</b>  <b>Account inactive (where IM have not been notified of termination or long term leave)</b>	<b>90 days</b>  <b>180 days</b>	<b>Destroy</b>  <b>Destroy</b>	In line with date of termination of an individual employee's email account	It is assumed that any information of business value will have been removed from the account and stored in the relevant shared network area prior to termination of employment

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IM5.8	Emails stored in Symantec Enterprise Archive Vault	Monitoring destruction of records	Electronic	TfL T&D	-	<b>Ingestion into the Vault</b>	<b>7 years</b>	<b>Destroy</b>	As agreed by the TfL Leadership Team on 10 November 2010*	It is assumed that information which has business value for longer than 7 years will have been removed or copied from the account and stored in the relevant shared network area  * The Leadership Team agreed to a gradual reduction to 2 years, but this has not yet been implemented
<b>IM6. Information management procedures</b>										
IM6.1	Procedure manuals or guidelines on managing records	Documenting the corporate information policies and procedures of TfL	Electronic	Information Governance	-	<b>As superseded</b>	-	<b>Destroy</b>	<a href="#">TNA Retention Scheduling guideline no. 9 Information Management Records</a>	
IM6.2	Records relating to the development, implementation and review of information management policies and procedures	Documenting the corporate information policies and procedures of TfL	Electronic	Information Governance	-	<b>Last action</b>	<b>5 years</b>	<b>Destroy</b>	UK best practice	
IM6.3	Information surveys and records audits	Documenting the administrative responsibility, location, and format of corporate information	Electronic	Information Governance (corporate); business area (local)	-	<b>Last action</b>	<b>5 years</b>	<b>Destroy</b>	<a href="#">TNA Retention Scheduling guideline no. 9 Information Management Records</a>	

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<b>IM7. Information storage</b>										
IM7.1	Records relating to the control of recordkeeping systems	Tracking movement and location of hard copy records	Electronic  RMWeb.Net	Information Governance	-	<b>System is superseded</b>	-	<b>Destroy</b>	<a href="#">TNA Retention Scheduling guideline no. 9 Information Management Records</a>	
IM7.2	Records of tracking and location systems	Tracking movement and location of hard copy records	Electronic  RMWeb.Net	Information Governance	-	<b>System is superseded</b>	-	<b>Destroy</b>	<a href="#">TNA Retention Scheduling guideline no. 9 Information Management Records</a>	
IM7.3	Records relating to security of records	Tracking movement and location of hard copy records	Electronic  RMWeb.Net	Information Governance	-	<b>Last action</b>	<b>5 years</b>	<b>Destroy</b>	<a href="#">TNA Retention Scheduling guideline no. 9 Information Management Records</a>	
IM7.4	Selection and use of off-site storage facilities	Documenting the transfer of records from the business area to external storage	Electronic/hard copy	Information Governance	-	<b>Last action</b>	<b>2 years</b>	<b>Destroy</b>	<a href="#">TNA Retention Scheduling guideline no. 9 Information Management Records</a>	
IM7.5	Records transfer data	Documenting the transfer of records from the business area to external storage	Electronic/hard copy	Information Governance (corporate); business area (local)	-	<b>Records disposed of</b>	<b>2 years</b>	<b>Destroy</b>	<a href="#">TNA Retention Scheduling guideline no. 9 Information Management Records</a>	
IM7.6	Records requests data	Requesting records from the external storage provider	Electronic/hard copy	Information Governance (corporate); business area (local)	-	<b>Last action</b>	<b>2 years</b>	<b>Destroy</b>	<a href="#">TNA Retention Scheduling guideline no. 9 Information Management Records</a>	
IM7.7	Archiving schedules	Data archiving	Electronic	TfL T&D	-	<b>Creation</b>	<b>1 year</b>	<b>Destroy</b>	UK best practice	

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IM7.8	Telephone call recordings	Recording telephone calls to/from customers or TfL personnel	Electronic; Digital Audio Tapes; DVDs	Business area	-	<b>Date of recording</b>	<b>6 months (unless identified as being relevant to an ongoing investigation)</b>	<b>Destroy (*)</b>	To allow for audit, reporting and incident management	(*)Where calls relate to major incidents it may be appropriate to offer the recordings to TfL Corporate Archives for permanent retention
<b>IM8. Information systems management</b>										
IM8.1	Information management system procedures manual	To comply with BS 10008:2014 s.7.5.2.1	Electronic	TfL T&D	-	<b>System de-commissioned</b>	<b>2 years</b>	<b>Destroy</b>	To ensure that management of information in all systems, including obsolete systems, is monitored for as long as needed; also as recommended by ICSA	
IM8.2	Information management system description manual	To comply with BS 10008:2014 s.7.5.2.2	Electronic	TfL T&D	-	<b>End of lifetime of information held within the system</b>	-	<b>Destroy</b>	To ensure that management of information in all systems, including obsolete systems, is monitored for as long as needed; also as recommended by ICSA	
IM8.3	Information management system audit trails	To comply with BS 10008:2014 s.7.5.3	Electronic	TfL T&D	-	<b>End of lifetime of information held within the system</b>	-	<b>Destroy</b>	To ensure that management of information in all systems, including obsolete systems, is monitored for as long as needed; also as recommended by ICSA	

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IM8.4	Document scanning quality control log	To comply with BS 10008:2014 s.8.1.3	Electronic	TfL T&D	-	<b>End of lifetime of information held within the system</b>	-	<b>Destroy</b>	To ensure that management of information in all systems, including obsolete systems, is monitored for as long as needed; also as recommended by ICSA	
IM8.5	Information system electronic information transfer procedures	To comply with BS 10008:2014 s.8.7.1	Electronic	TfL T&D	-	<b>End of lifetime of information held within the system</b>	-	<b>Destroy</b>	To ensure that management of information in all systems, including obsolete systems, is monitored for as long as needed; also as recommended by ICSA	
IM8.6	Certificates of compliance with BS 10008:2008 and BS10008:2014	Design, development and implementation of IT systems	Electronic	TfL T&D	-	<b>End of lifetime of information held within the system</b>	-	<b>Destroy</b>	To ensure that management of information in all systems, including obsolete systems, is monitored for as long as needed; also as recommended by ICSA	
IM8.7	System maintenance log	Installation, testing and operation of hardware, software and networks	Electronic	TfL T&D	-	<b>End of lifetime of information held within the system</b>	-	<b>Destroy</b>	To ensure that system management is monitored for as long as needed; also as recommended by ICSA	
IM8.8	System user manual	Installation, testing and operation of hardware, software and networks	Electronic	TfL T&D	-	<b>End of lifetime of information held within the system</b>	-	<b>Destroy</b>	To ensure that system management is monitored for as long as needed	

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<b>IM9. Information technology operations</b>										
IM9.1	Functional specifications (generic standards for TfL/LUL)	Specification of functional and technical requirements for IT hardware, software and networks	Electronic	TfL T&D	-	<b>As superseded</b>	-	<b>Destroy</b>	UK best practice	
IM9.2	Technical specifications (generic standards for TfL/LUL)	Specification of functional and technical requirements for IT hardware, software and networks	Electronic	TfL T&D	-	<b>As superseded</b>	-	<b>Destroy</b>	UK best practice	
IM9.3	Configuration management / system upgrades	Specification of functional and technical requirements for IT hardware, software and networks	Electronic	TfL T&D	-	<b>End of lifetime of system</b>	-	<b>Destroy</b>	To ensure that system management is monitored for as long as needed	
IM9.4	Application change control log	Specification of functional and technical requirements for IT hardware, software and networks	Electronic	TfL T&D	-	<b>End of lifetime of all systems and applications listed</b>	-	<b>Destroy</b>	To ensure that system management is monitored for as long as needed	
IM9.5	Source code, including 3 <sup>rd</sup> party source code released to TfL	Specification of functional and technical requirements for IT hardware, software and networks	Electronic	TfL T&D	-	<b>End of lifetime of system</b>	-	<b>Destroy</b>	To ensure that system management is monitored for as long as needed	
IM9.6	Test reports	Installation, testing and operation of hardware, software and networks	Electronic	TfL T&D	-	<b>Last action</b>	<b>5 years</b>	<b>Destroy</b>	To ensure that system management is monitored for as long as needed	

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**TfL information and records disposal schedule: Information Management** (last updated 12 March 2018; version 7.0)

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
IM9.7	System failure reports	Installation, testing and operation of hardware, software and networks	Electronic	TfL T&D	-	<b>End of lifetime of system</b>	-	<b>Destroy</b>	To ensure that system management is monitored for as long as needed	
IM9.8	Operating logs	Installation, testing and operation of hardware, software and networks	Electronic	TfL T&D	-	<b>Last action</b>	<b>5 years</b>	<b>Destroy</b>	To ensure that system management is monitored for as long as needed	
IM9.9	Internet usage (ie web browser activity) logs	Installation, testing and operation of hardware, software and networks	Electronic	TfL T&D	-	<b>Date of creation</b>	<b>6 months</b>	<b>Destroy</b>	To allow for the monitoring of user activity and the collection of management information	Data extracts taken as evidence of a suspected breach of TfL/LUL Policy are not subject to this retention period
IM9.10	User activity logs for systems used to process payment card data	Installation, testing and operation of hardware, software and networks	Electronic	TfL T&D	-	<b>Date of creation</b>	<b>1 year</b>	<b>Destroy</b>	<b>Payment Card Industry Data Security Standard</b> version 3.0 s.10.7 requires that the audit trail history is retained for at least one year	
IM9.11	Information technology asset database – individual entry per asset	Identification and tracking of information technology assets	Electronic	TfL T&D	4 years from creation of record <a href="#">Waste Electric and Electronic Equipment (WEEE) Regulations 2013</a>	<b>End of financial year in which asset has been disposed of</b>	<b>5 years</b>	<b>Destroy</b>	<b>To support use and maintenance of IT assets</b>	This retention rule will be applied to legacy content held on the database that pre-dates the WEEE regulations
IM9.12	Information technology disposal certificates	Monitoring destruction of information technology assets	Electronic	TfL T&D	4 years from creation of record <a href="#">Waste Electric and Electronic Equipment (WEEE) Regulations 2013</a>	<b>End of financial year in which asset has been disposed of</b>	<b>5 years</b>	<b>Destroy</b>	<b>To allow for audit and statistical purposes</b>	

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<b>IM10. Intellectual property management</b>										
IM10.1	Documentation relating to TfL's copyright in literary, dramatic and musical works	Promoting and publicising TfL	Electronic/hard copy	Local business areas	-	<b>Date of creation</b>	-	<b>Transfer to TfL Corporate Archives for permanent retention</b>	Historical value	
IM10.2	Literary, dramatic and musical works in which TfL owns the copyright	Promoting and publicising TfL	Electronic/hard copy	Local business areas	70 years from the end of the calendar year in which the author dies or, where the author is unknown, 70 years from the end of the calendar year in which the work was made <a href="#">The Duration of Copyright and Rights in Performances Regulations 1995 s.5</a>	<b>Date of creation</b>	-	<b>Transfer to TfL Corporate Archives for permanent retention</b>	Historical value	
IM10.3	Documentation relating to TfL's copyright in films	Promoting and publicising TfL	Electronic/hard copy	Local business areas	-	<b>Date of creation</b>	-	<b>Transfer to TfL Corporate Archives for permanent retention</b>	Historical value	

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IM10.4	Films in which TfL owns the copyright	Promoting and publicising TfL	Film	Local business areas	70 years from the end of the calendar year in which the authors/ director die or, where they are unknown, 70 years from the end of the calendar year in which the film is made or released <a href="#">The Duration of Copyright and Rights in Performances Regulations 1995 s.6</a>	<b>Date of creation</b>	-	<b>Transfer to TfL Corporate Archives for permanent retention</b>	Historical value	
IM10.5	Documentation relating to TfL's copyright in sound recordings, broadcasts or cable programmes	Promoting and publicising TfL	Electronic/hard copy	Local business areas	-	<b>Date of creation</b>	-	<b>Transfer to TfL Corporate Archives for permanent retention</b>	Historical value	
IM10.6	Sound recordings, broadcasts or cable programmes in which TfL owns the copyright	Promoting and publicising TfL	Sound recordings	Local business areas	50 years from the end of the calendar year in which it is made or released <a href="#">The Duration of Copyright and Rights in Performances Regulations 1995 s.6</a>	<b>Date of creation</b>	-	<b>Transfer to TfL Corporate Archives for permanent retention</b>	Historical value	
IM10.7	Documents evidencing assignment of trade/service marks and designs	Registration of trade marks	Electronic/hard copy	IPR Development	Cessation of registration + 6 years <a href="#">Limitation Act 1980 s.5</a>	<b>Registration ceases</b>	<b>7 years</b>	<b>Destroy</b>	To assist in the event of any legal claims	
IM10.8	Trade mark product samples	Registration of trade marks	Electronic/hard copy	IPR Development	-	<b>Registration ceases</b>	<b>7 years</b>	<b>Destroy</b>	Evidential value	

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IM10.9	Certificates of trade/service marks and designs	Registration of trade marks	Electronic/hard copy	IPR Development	Cessation of registration + 6 years <a href="#">Limitation Act 1980 s.5</a>	<b>Registration ceases</b>	<b>7 years</b>	<b>Destroy</b>	To assist in the event of any legal claims	
IM10.10	Intellectual property agreements and licences	Registration of trade marks	Electronic/hard copy	IPR Development; Muniments	Expiry of licence + 6 years <a href="#">Limitation Act 1980 s.5</a>	<b>Licence expires</b>	<b>7 years</b>	<b>Transfer to TfL Corporate Archives for review – a sample will be kept for permanent retention</b>	To assist in the event of any legal claims	
IM10.11	Patent applications and related records	Registration of patents	Electronic/ hard copy	Local business areas	Life of patent + 6 years <a href="#">Limitation Act 1980 s.5</a>	<b>Patent expires</b>	<b>7 years</b>	<b>Destroy</b>	To assist in the event of any legal claims	
IM10.12	Assignment of patent rights	Registration of patents	Hard copy	Local business areas	Life of patent + 6 years <a href="#">Limitation Act 1980 s.5</a>	<b>Patent expires</b>	<b>7 years</b>	<b>Destroy</b>	To assist in the event of any legal claims	
IM10.13	Patent licences	Registration of patents	Hard copy	Local business areas	Expiry of licence + 6 years <a href="#">Limitation Act 1980 s.5</a>	<b>Licence expires</b>	<b>7 years</b>	<b>Destroy</b>	To assist in the event of any legal claims	

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