

## Appendix 3

### Summary of Completed Records Retention Schedules and Third Party Contracts

v0.1 16.10.18

Records Retention Schedules	
<i>Completed Schedules</i>	
1	C&CS
2	Chamberlains
3	City of London Police
4	City Surveyors
5	CoL School Boys
6	CoL School Girls
7	Community and Childrens Services
8	Community Safety
9	Corporate CRM
10	DBE
11	Electoral Services
12	Freemens
13	GSMD - Higher Education - Student
14	GSMD - Junior - Pupils
15	GSMD - Junior - Staff
16	HR
17	IT
18	LMA (Retention by Function)
<i>WIP</i>	
19	Open Spaces
20	Remembrancers
21	Markets and Consumer Protection
22	City Bridge Trust
<i>Nil Returns</i>	
23	Barbican
24	ED
25	Corp Strategic and Performance
26	Corporate Comms
27	Contact Centre
28	Mansion House and CCC

Contracts Registers	
<i>Completed Registers</i>	
1	Audit & Risk
2	C&CS
3	City Surveyors
4	Commercial
5	Electoral Services
6	HR
7	IT
8	TCD - Business Support
<i>WIP</i>	
9	Barbican
10	CoL School Girls
11	CoL School Boys
12	GSMD
13	Freemens
14	TCD - Culture
15	DBE
<i>Nil Returns</i>	
16	Corporate Communications
17	EDO
18	Open Spaces
19	Remembrancers
20	Markets and Consumer Protection

Assumes GSMD will submit 1 register