

QSI Services Records Retention Schedule					
	Description of Records	Retention Trigger and Retention Period	Disposal Action	Rationale for Retention Period and Disposal Action	Records Owner
1 QSI Strategies					
1.1	QSI Security Strategy	Superseded + 10 years	Review		QSI Services
2 QSI Policies					
2.1	QSI User Access Policy	Superseded + 5 years	Review		QSI Services
3 QSI Management					
3.1	QSI Security Configuration Management	Superseded + 10 years	Review		QSI Services
3.2	QSI Infrastructure Management	Superseded + 10 years	Review		QSI Services
3.3	QSI Governance How-To Guides	Superseded + 5 years	Review		QSI Services
3.4	QSI Access Requests	n/a	Retain		QSI Services
3.5	QSI Account Management	n/a	Retain		QSI Services
3.6	QSI Reports	n/a	Retain		QSI Services
3.7	Data Sharing/Data Processing Agreements	End of Agreement + 6 years	Review	Limitation (NI) Order 1989	QSI Services
4 QSI Training and Support					
4.1	QSI Training Documents	Superseded + 3 years	Review		QSI Services
5 QSI Operations					
5.1	QSI Service Catalog	n/a	Retain		QSI Services
5.2	QSI ITIL Operational Documentation	Superseded + 5 years	Review		QSI Services
5.3	QSI Testing Documentation	Superseded + 5 years	Review		QSI Services
5.4	QSI Issue Log	n/a	Retain		QSI Services