



**CAYMAN ISLANDS
NATIONAL ARCHIVE**
CAYMAN ISLANDS GOVERNMENT

**Disposal Authorisation
for
Strategic Management Records
Administrative Schedule No. 6**

July 2014



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AUTHORISATION FOR THE COMMENCEMENT OF THIS SCHEDULE

Issued under the National Archive and Public Records Law (2010 Revision)

Authorisation:-

Under Section 8 of the National Archive and Public Records Law (2010 Revision), I hereby approve relevant public agencies (as defined under Section 2(1) of the National Archive and Public Records Law (2010 Revision) to administer the disposal of public records in accordance with the prescribed retention periods set out herein.

Franz I. Manderson
Deputy Governor

Date: _____

1. Introduction

The National Archive and Public Records Law (2010 Revision) provides the regulatory framework to support the disposal of government's informational assets past their retention periods. Approval for the destruction of public records is stipulated in accordance with Section 6(2) b. This Schedule sets retention periods for strategic management administrative records of all public agencies. Disposal of public records involves destruction, acquisition by the National Archive, records transferred to the custody and ownership of another agency.

2. Legislative Framework

This Schedule is issued under Section 8 of the National Archive and Public Records Law (2010 Revision) and is a requirement for every public agency as defined under Section 2(1) of this Law. Evidentiary backing within practice for establishing a sound records and information management infrastructure is supported by the following legislation:-

- The Cayman Islands Constitutional Order 2009
- Public Service Management Law (2011 Revision)
- Public Service Management Law – Personnel Regulations (2012)
- Public Management and Finance Law (2012 Revision)
- Public Management and Finance Law – Financial Regulations (2010 Revision)
- The Freedom of Information Law (2007)
- Evidence Law (2011 Revision)
- Electronic Transactions Law (2003 Revision)
- Limitation Law (1996 Revision)

3. Exclusions

This Schedule does not cover the destruction of public records:-

- a) If records are deemed to have intrinsic or archival value regardless of its original format or media or records that will be held permanently within agencies.
- b) If there is a government policy or directive not to destroy public records.
- c) If public agencies are reasonably aware records may be required for judicial matters or audits.
- d) If records are subject to access inquiries or appeals under the Freedom of Information Law.
- e) If the Cayman Islands National Archive has issued a standard prohibiting the destruction of specific records required for incorporation into the Historical Collection for long-term preservation.

SM	STRATEGIC MANAGEMENT	
SM/CMT	COMMITTEES Activities involved in agency representation on committees and/or taskforces (internal, external and advisory) that relate to the strategic management function. Where an agency provides secretariat support to a management/advisory board or committee, records should be arranged in the agency's operational schedule. This section excludes records of the Legislative Assembly and records of management and advisory Boards and Committees that are convened by the agency (for Central Tenders Committee submissions and correspondence – see FM/ACQ/04).	
SM/CMT/01	Agency representation Records documenting the work of committees that perform a consultative and/or investigative function on the creation/modification of government planning and policy. Includes terms of reference, final agendas and minutes, briefing papers, discussion papers and recommendations.	Destroy after reference ceases/last action.
SM/EVA	EVALUATIONS Assessment of potential or existing programmes, systems or services in relation to meeting the needs of the given situation.	
SM/EVA/01	Evaluating Records relating to project or programme evaluations. Includes feasibility/readiness studies, performance indicators, questionnaires, stakeholder feedback, requests, reviews, business cases and reports.	Review 7 years after last action.
SM/LEG	LEGISLATIVE DEVELOPMENT Provision of services to support the development of new or revised legislation. Induces research and consultation with key stakeholders, preparation of drafting instructions and subsequent ongoing liaison and advice to legal draft-person, liaison with Legal Department and assistance for Minister during enactment phase.	
SM/LEG/01	Research and development	Archive 15 years after last action.
SM/LEG/02	Cabinet papers and approvals	
SM/LEG/03	Drafting instructions	
SM/LEG/04	Public consultations	Destroy 5 years after legislation revised.
SM/LEG/05	Review and amendments	Archive 15 years after last action.
SM/PLA	PLANNING Activities associated with identifying and defining current and future requirements and/or needs, setting objectives, and designing strategies to achieve proposed outcomes (for budget implementation – use FM/BUD/02, business unit plans relating to budget – use FM/PLA/02 routine budget meetings – use FM/PLA/03).	
SM/PLA/01	Agency strategic plans Records relating to the development, approval and implementation of specific agency strategic plans. Includes development of mission and vision statements, minutes of meetings, etc.	Archive 10 years after superseded.
SM/POL	POLICY The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures and any standards are determined (for insurance policies – use BEV/MGT/13).	
SM/POL/01	Operational policies Records relating to the development, approval and implementation of	Review 10 years after superseded.

	agency policies related to operational functions.	
SM/POL/02	Operational procedures Records relating to the development and approval of agency/operational codes, manuals and procedures, etc.	
SM/REP	REPORTING AND SUBMISSIONS Producing a formal response to a situation or request either internal, external or as a requirement of policy or legislation and providing a prescribed statement of facts or findings (for review of equipment and stores programme – use BEV/REP/01, HR reports – use HR/REP, Financial reporting – use FM/REP).	
SM/REP/01	Annual reports Final versions of agency annual reports.	Archive after reference ceases/last action.
SM/REP/02	Extraordinary reports Ad hoc or periodic reports produced in response to situation or request.	Review 5 years after last action.
SM/REP/03	Cabinet papers Submissions to Cabinet on matters to be approved or reviewed by Cabinet.	Destroy after reference ceases and reviewed by Cabinet.
SM/REP/04	Parliamentary questions Drafting of responses in relation to questions raised in the Legislative Assembly.	Destroy 5 years after response presented in Legislative Assembly.
SM/RES	RESEARCH AND DEVELOPMENT Investigations into a subject area associated with strategic management for the development of policy and strategic plans, etc.	
SM/RES/01	Research papers Records documenting research carried-out in support of the strategic management function.	Review 5 years after reference ceases.
SM/RET	RESTRUCTURING Activities associated with the reassessment of activities, goals and structure of an agency.	
SM/RET/01	Restructures Records related to significant reviews and restructures to an entire agency or major functions e.g. due to elections.	Archive 10 years after last action.
SM/RSK	RISK MANAGEMENT Activities associated with defining and evaluating current and future requirements and/or needs, setting objectives and designing strategies to achieve proposed outcomes. Original records for insurance claims and compensation are retained by the Risk Management Unit and are not covered by this schedule. Includes reporting to the appropriate authorities on the results of the planning exercises, etc.	
SM/RSK/01	Identification and mitigation of risks Records related to the identification of risks associated with the strategic management function to mitigate and control risks.	Review 7 years after last action.
SM/RSK/02	Continuity of Operations Plan Agency hazard management plan and procedures (that contribute to government hazard management plan).	Destroy after reference ceases and plan is superseded.