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Ref:	NR/L3/INF/02226
Issue:	2
Date:	04 September 2010
Compliance date:	05 March 2011

Level 3

Corporate Records Retention Schedule

Endorsement and Authorisation

Endorsed by:

Vicky Stretch

Vicky Stretch, Working Group Chair

Authorised by:

Gary Leach, Steering Group Chair

Accepted for issue by:

M McManus, National Standards Manager

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Issue record

Issue	Date	Comments
1	07 March 2009	New standard
2	04 September 2010	Amended to reflect the addition of a Corporate Archive as part of the records management process and group of standards.

Compliance

This Network Rail standard is mandatory and shall be complied with by Network Rail and its contractors if applicable from 05 March 2011.

When this standard is implemented, it is permissible for all projects that have formally completed GRIP Stage 4 to continue to comply with the Issue of any relevant Network Rail Standards current when GRIP Stage 4 was reached and not to comply with requirements contained herein, unless the designated Standard Owner has stipulated otherwise in the accompanying Briefing Note.

Reference documentation

NR/L2/INF/02220	*Document and records management*
NR/L2/INF/02230	*Corporate Archive Policy*
NR/L3/INF/02221	*Document creation and approval*
NR/L3/INF/02222	*Metadata for documents and records*
NR/L3/INF/02223	*Information security classification*
NR/L3/INF/02224	*Sharing framework for information*
NR/L3/INF/02225	*Records management*
NR/L3/INF/02231	*Disposal of Records*

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