



Information Governance Team

Postal Address:
Coventry City Council
PO Box 15
Council House
Coventry
CV1 5RR

www.coventry.gov.uk

E-mail: infogov@coventry.gov.uk

Phone: 024 7697 5408

15 February 2023

Dear Sir/Madam

Freedom of Information Act 2000 (FOIA)

Request ID: FOI485565967

Thank you for your request for information relating to retention of emails and other documents.

You have requested the following information:

1. I have not been able to find the Council's policy on the retention of emails and other documents for Council Officers who leave the Council. Can you point me to this retention policy? I am looking for how long these documents are stored.

Following careful consideration, the information you requested falls under the exemption(s) in Section 21 of the Freedom of Information Act 2000, which relates to 'information reasonably accessible to the applicant by other means.'

The exemption applies as the information is published and publicly available to view by accessing the Council website, please use the following link:

https://www.coventry.gov.uk/downloads/download/4860/retention_and_disposal_schedule

This exemption is not subject to the public interest test.

The Council's retention and disposal schedule defines retention periods for the Council's information assets, dependent up on the content/information/data subject, not the location which it is stored.

By way of further explanation, ICT provides individual email and OneDrive's to employees to

enable them to work. These locations are not intended for use as permanent document storage solutions.

It is the responsibility of the employee to ensure that all business information needing to be kept is moved into a line of business system or shared area as part of day-to-day duties, and subsequently managed in accordance with the retention and disposal schedule.

When someone leaves It is the joint responsibility of the employee and line manager to ensure all necessary documents and information is handed over.

When the Council's ICT team are informed of an individual leaving the organisation, their accounts are disabled and marked for deletion. Following this:

- Email data - Automatically deleted 30 days after being marked for deletion.
- OneDrive data – Automatic notifications are sent to the Line Manager, granting access to the employees OneDrive for a period for no longer than 90 days.

The supply of information in response to a FOI/EIR request does not confer an automatic right to re-use the information. You can use any information supplied for the purposes of private study and non-commercial research without requiring further permission. Similarly, information supplied can also be re-used for the purposes of news reporting. An exception to this is photographs. Please contact us if you wish to use the information for any other purpose.

For information, we publish a variety of information such as: [FOI/EIR Disclosure Log](#), [Publication Scheme](#), [Facts about Coventry](#) and [Open Data](#) that you may find of useful if you are looking for information in the future.

If you are unhappy with the handling of your request, you can ask us to review our response. Requests for reviews should be submitted within 40 days of the date of receipt of our response to your original request – email: infogov@coventry.gov.uk

If you are unhappy with the outcome of our review, you can write to the Information Commissioner, who can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or email icocasework@ico.org.uk.

Please remember to quote the reference number above in your response.

Yours faithfully

Information Governance