

**SELF ASSESSMENT AGAINST CIPFA CODE OF PRACTICE FOR INTERNAL AUDIT IN LOCAL GOVERNMENT  
PROGRESS AGAINST 2011/12 ACTION PLAN**

Ref	Actions	Person Responsible for Implementation	Timescale	Update on Progress
8.3.3	A formal document retention and access policy should be established for Internal Audit covering both manual and electronic files. Documents should then be disposed of in accordance with the policy. These should be produced to ensure compliance with corporate and statutory requirements	Audit Manager	Completed	A formal policy is now in place.