

TYPE OF DOCUMENT	STATUTORY MINIMUM / RECOMMENDED RETENTION PERIOD	RESPONSIBLE PERSON / DEPT
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### Employee and Volunteer Records

Job application and interview records	6 months	Human Resources
Personnel records	7 years after employment ceases	Human Resources
Senior executive records	Permanently	Human Resources
Training records	6 years after employment ceases	Human Resources
Accident reports	Permanently	Human Resources
Details of medical schemes	Permanently	Human Resources
Organisation charts	Permanently	Human Resources
Salary registers	6 years	Human Resources
Expense accounts/records	7 years	Human Resources
Overtime records/authorisation	6 years	Human Resources
Claims for redundancy and long service awards	7 years after employment ceases	Human Resources
Records relating to background checks	6 years after check is conducted	Human Resources
Trade union agreements	10 years	Human Resources
Volunteer Information	2 years after the volunteer ceases working for us	Line Managers/Human Resources

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**Documents relating to the people we support**

Accident / incident forms	10 years	House Manger / Team Leader
Death Notices and registers	Permanently	House Manger / Team Leader
Discharge books	Permanently	House Manger / Team Leader
Minor establishment records (i.e. attendance books, annual leave records, duty rotas etc.)	4 years	House Manger / Team Leader
Files of deceased individuals	8 years after death	House Manger / Team Leader
Laboratory reports	Permanently	House Manger / Team Leader
Litigation dossiers (including accident and incident reports)	10 years	House Manger / Team Leader
Maintenance contracts (for equipment)	During the life of the product	Office Management
Inspection reports (lifts, boilers etc.)	During the life of the product	House Manger / Team Leader
Operating manuals	During the life of the product	House Manger / Team Leader
Nurses training records	30 years	House Manger / Team Leader
Quality Assurance Records	12 years	PD&A
Letters / reports from Health Care professionals	Permanently	House Manger / Team Leader
Epilepsy charts	Permanently	House Manger / Team Leader
Behavioural records	8 years	House Manger / Team Leader
Health care observations	8 years	House Manger / Team Leader
Menus	3 years	House Manger / Team Leader
Health records	9 years	Local Managers
Service User Daily Records	10 years	House Manager/Team Leader

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<b>Next of Kin / Family and Advocate Details</b>		
Contact Details	8 years after support stops or the death of the person being supported	House Manager/Team Leader
<b>People who are looking for support (Referrals)</b>		
Contact Details	3 years from initial referral (if we cannot provide the support to them)	Employee who is managing referrals in different subsidiaries
<b>People who complain about our work</b>		
Contact Details	3 years once the complaint is concluded	Complaints Manager
<b>Suppliers Details</b>		
Contact Details	For as long as you are providing us with goods/services	Head of Office Management
<b>People who are interested in our work – marketing</b>		
Contact Details	Until you withdraw your consent	Head of Communications
<b>People who use our housing services</b>		
Contact Details and reference documents	7 years	Housing Manager

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### INCORPORATION DOCUMENTS

Certificate of Incorporation and Certificates on Change of Name	Permanently	Legal & Governance
Memorandum and Articles of Association (original and updated copies)	Permanently	Legal & Governance
Copies of resolutions submitted to Companies House	Permanently	Legal & Governance
Annual corporate filings and reports	Permanently	Legal & Governance
Board policies, meeting minutes and committee meeting minutes	Permanently	Legal & Governance
Copyright registrations	50 years	Legal & Governance
Directors service contracts	6 years after cessation	Legal & Governance
Register of Directors and Secretaries	Permanently	Legal & Governance
Register of Charges	Permanently	Legal & Governance
Register of Members	Permanently	Legal & Governance

### BANK, ACCOUNTING AND TAX RECORDS

Cheques, bills of exchange or other negotiable instruments	6 years from the end of the financial year in which the transaction was made	Finance
Paying in counterfoils	6 years from the end of the financial year in which the transaction was made	Finance
Statements from and instructions to the bank	6 years after ceasing to be effective	Finance
Purchase ledger	6 years from the end of the financial year in which the transaction was made	Finance

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Annual Report and Accounts	Permanently	Finance
Budgets, forecasts and periodic internal financial reports	5 years	Finance
Taxation records	6 years from the end of the financial year in which the transaction was made	Payroll
VAT records	6 years from date record created	Finance
Expense accounts	6 years	Finance
Invoices – revenue	6 years	Finance
Invoices – capital item	10 years	Finance
Successful quotations for capital expenditure	Permanently	Finance
Petty cash records	6 years from the end of the financial year in which the transaction was made	Finance
Sales ledger	6 years	Finance
Remittance advices	6 years from the end of the financial year in which the transaction was made	Finance
Bank Reconciliations	6 years from the end of the financial year in which the transaction was made	Finance
Deeds of covenant	6 years after last payment made. 12 years if payments outstanding or dispute regarding the deed	Finance
Donation correspondence	6 years after the estate has been wound up (if applicable)	Finance
Investment certificates	Permanently	Finance
Investment ledger	Permanently	Finance

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Fixed assets register	Permanently	Finance
<b>CONTRACTS AND AGREEMENTS</b>		
Contracts executed under seal	12 years after expiry	Legal & Governance
Contracts with suppliers, agents or others	6 years after expiry or completion	Legal & Governance
Rental and hire purchase agreements	6 years after expiry	Legal & Governance
Licensing agreements	6 years after expiry	Legal & Governance
Agreements	Under seal – 12 years after expiry Other – 6 years after expiry	Legal & Governance
<b>INSURANCE DOCUMENTS</b>		
Public liability policies	Permanently	Office Management
Product liability policies	Permanently	Office Management
Employers' liability policies	40 years	Office Management
Sundry insurance policies and insurance schedules	Until claims under policy are barred or 3 years after policy lapses, whichever is longer	Office Management
Group health policies	12 years after final cessation of benefit	Human Resources
Group personal accident policies	12 years after cessation	Office Management
Claims correspondence	3 years after settlement	Office Management

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**HEALTH & SAFETY DOCUMENTS**

Record of consultations with safety representative and committees	Permanently	Group Chief Operating Officer
Health & Safety policy documents (old and revised copies)	Permanently	Group Chief Operating Officer
Assessment of risks under health and safety regulations (including routine assessment monitoring and maintenance records for aspects in the workplace)	Permanently	Group Chief Operating Officer
Accident report book and relevant records /correspondence	3 years from date of entry	Group Chief Operating Officer
Medical records relating to Health & Safety – general Would include health surveillance records	40 years	Human Resources

**PENSION SCHEME DOCUMENTS**

Trust deeds and scheme rules	Permanently	Legal & Governance
Trustees minute books	Permanently	Legal & Governance
Records of pensioners	12 years after cessation of benefit	Payroll
Pension scheme investment policies	12 years after cessation of benefit	Payroll
Pension fund accounts and supporting documents	6 years from date accounts signed	Payroll
Actuarial valuation reports	6 years from date report signed	Payroll
Inland revenue approvals	Permanently	Payroll
Changes of payment	6 years	Payroll
Payroll control account	7 years	Payroll

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Investment an insurance policy records	Permanently	Finance
Actuarial records	Permanently	Payroll
Contribution records	Permanently	Payroll
Group health policies	12 years after cessation of benefit	HR
Group personal accident	12 years after cessation of benefit	HR

### **INTELLECTUAL PROPERTY RECORDS**

Certificates of registration of trade/service marks (current and lapsed)	Permanently	Legal & Governance
Documents evidencing assignment of trade/service marks	6 years after cessation of registration	Legal & Governance
Intellectual property agreements and licences	6 years after expiry	Legal & Governance

### **PROPERTY DOCUMENTS**

Title deeds for property	Permanently	Housing Manager
Leases	12 years after lease and liabilities have terminated	Housing Manager
Conveyances	12 years after interest in property	Housing Manager
Land certificates	12 years after interest in property	Housing Manager
Planning permission searches	12 years after interest in property	Housing Manager
Grants of easement	12 years after interest in property	Housing Manager
Building control permission	12 years after interest in property	Housing Manager



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**Personal Data that is held on our IT systems**

When personal data is deleted from our IT system after the recommended retention period above it will remain on our back up archive for a period of 6 years.