



Data and Document Retention Schedule

Approved by	Head of Governance and Company Secretary
Effective date	July 2020
Review date	April 2023
Procedure developed by	Data Protection Officer
Associated procedure	Data Protection Policy

1. Purpose

- 1.1 Connexus Homes Limited and all subsidiary companies within the Group have adopted the NHF Document Retention Schedule as its Data/Document Retention Policy – only variances to this schedule is where it is varied in a specific contractual agreement.
- 1.2 The schedule has been amended to reflect the requirements of the current Data Protection Regulation and other contractual requirements.
- 1.3 All the data referred to within the schedule must be disposed of securely. Once the retention period has elapsed, we will ensure that any disclosure information is immediately destroyed by secure means, i.e. by shredding or degaussing. While awaiting destruction, disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack).
- 1.4 The Data and Document Retention Schedule is maintained by the Data Protection Officer.
- 1.5 The Connexus Data Protection Officer can be contacted via email on connexus.GDPR@connexus-group.co.uk.

2. Introduction

- 2.1 Storage space costs money. Maintaining an ever-growing set of paper files and archives takes up time and other resources. Even where material is stored on computer (e.g. in a document imaging system), such a system will only be of value if it is manageable and accessible. What documents do housing associations need to keep and for how long? This guidance has been produced in response to requests for advice from Federation members.
- 2.2 It would be impossible to list all the documents housing associations keep or need to keep. In many cases, it will be a matter of what 'feels right' for the organisation and the exercising of common sense when deciding on what to keep, what to archive or what to dispose of.
- 2.3 However, you should keep in mind the need to comply with the Data Protection Act 2018 (see 3 below) and specifically, 'personal information is not to be kept for longer than is necessary for the purpose for which it is processed'. As a rule, the Limitation Act of 1980 is followed. This act in many cases sets a six-year time length after an event has occurred for keeping documents. This can be after employment ceases (for employment records and personnel charts) or the resolution date for a whistleblowing event or termination of a contract with suppliers, agents etc.
- 2.4 This guidance is designed to provide a basis for a housing association to develop its own policy on document retention. Such a policy must fit in with the organisation's housing management and other policies and procedures, and with its confidentiality policy.
- 2.5 The Data and Document Retention Schedule spreadsheet (as in Appendix 1) is the principal documentation which Connexus should keep, together with details of

statutory retention periods and recommended retention periods. Where necessary amendments have been made to comply with contractual or organisational needs.

- 2.6 Where the Statutory and Recommended Retention Periods differ, the Recommended Period is the one that should be followed where this relates to specific contractual requirements. If further guidance is required, please contact the Data Protection Officer.

3. Storage Medium

- 3.1 The medium in which documents are stored is largely a matter for each organisation. However, care should be taken to ensure that documents stored electronically will capture all the information on the document (front and back) and allow the information to be presented in a readable format and if necessary, be readily convertible to a paper format. Organisations should bear in mind that conversion of documents to paper form might require specific software and hardware (for example, when data are held on removable disk). When information systems are changed, conversion facilities need to be retained or otherwise remain available.
- 3.2 HM Customs and Excise has requirements relating to electronically stored data and has the power to withdraw approval for such media in any individual case. It is advisable to obtain legal advice on the admissibility of electronically formatted documents for presentation in a court of law.

4. Destruction of Data and/or Documents

- 4.1 Connexus and its employees should review all data, whether held electronically on their device or on paper, to decide whether to destroy or delete any data once the purpose for which those documents were created is no longer relevant as per Connexus' Data and Document Retention schedule, which is appended.
- 4.2 Once the decision is made to dispose according to the data and document retention schedule, the data should be deleted, shredded or otherwise destroyed to a degree equivalent to their value to others and their level of confidentiality. The method of disposal varies and is dependent upon the nature of the document. For example, any documents that contain sensitive or confidential information (and particularly sensitive personal data) must be disposed of as confidential waste and be subject to secure electronic deletion; some expired or superseded contracts may only warrant in-house shredding. The Document Disposal Schedule section below defines the mode of disposal.
- 4.3 In this context, the employee shall perform the tasks and assume the responsibilities relevant for the information destruction in an appropriate way. The specific deletion or destruction process may be carried out either by an employee or by an internal or external service provider that is subcontracted for this purpose. Any applicable general provisions under relevant data protection laws and the Company's Personal Data Protection Policy shall be complied with.

- 4.4 Appropriate controls shall be in place that prevents the permanent loss of essential information of the Organisation because of malicious or unintentional destruction of information – these controls are described in the Connexus' Information and Security Policy (a copy of which is available on the intranet).

5. Destruction Method

- 5.1 Level I documents are those that contain information that is of the highest security and confidentiality and those that include any personal data. These documents shall be disposed of as confidential waste by an approved disposal firm and shall be subject to secure electronic deletion.

Level II documents are proprietary documents that contain confidential information such as parties' names, signatures and addresses, or which could be used by third parties to commit fraud, but which do not contain any personal data. The documents should be shredded and then placed into bins for collection by an approved disposal firm, and electronic documents will be subject to secure electronic deletion.

Level III documents are those that do not contain any confidential information or personal data and are published Company documents. These should be strip-shredded or disposed of through a recycling company and include, among other things, advertisements, catalogues, flyers, and newsletters.

6. Data Protection Act 2018

- 6.1 The Data Protection Act (DPA) 2018 came into force on May 2018. The core objective of the DPA is to provide a framework in which the rights and freedoms of individuals can be protected. It also attempts to strike a balance between that requirement and the needs of organisations to use information for the purposes of their business.

- 6.2 The DPA 2019 sets out seven key principles: -
- Lawfulness, fairness and transparency;
 - Purpose limitation;
 - Data minimisation;
 - Accuracy;
 - Storage limitation;
 - Integrity and confidentiality (security); and
 - Accountability.

The above principles should lie at the heart of your approach to processing personal data.

- 6.3 There is stronger legal protection for more sensitive information, such as: -
- Race;
 - ethnic background;
 - political opinions;
 - religious beliefs;
 - trade union membership;
 - genetics;

- biometrics (where used for identification);
- health; and
- sex life or orientation.

There are separate safeguards for personal data relating to criminal convictions and offences.

7. Key to statutory retention sources

- 7.1 CA - Companies Act 2006
 CAWR - Control of Asbestos at Work Regulations 2012
 Ch A - Children's Act 2004
 DPA - Data Protection Act 2018
 IPSA - Industrial and Provident Societies Act 2018
 IT(E)R - Income Tax (Employment) Regulations 1993
 LA /Limitations for legal proceedings – Limitations Act 1980
 RIDDOR - Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1985
 RBS(IP)R - Retirement Benefits Schemes (Information Powers) Regulations 1995
 EA – Equality Act 2010
 SDA - Sex Discrimination Act 1975
 SMPR - Statutory Maternity Pay Regulations 1982
 SSPR - Statutory Sick Pay Regulations 1982
 TMA - Taxes Management Act 1970
 VATA - Value Added Tax Act 1994

National Council for Voluntary Organisations (NCVO) guidance online

The ICSA Guide to document retention

8. Review

- 8.1 Changes to this statement may be made as and when necessary but as a minimum, the Company Secretary or DPO will review the procedure and amend as necessary at least every 3 years to ensure it is relevant, up to date and effective. Any amendments will be approved through the appropriate channels.

Appendix 1 – Document and Data Retention Schedule

Document overview			Retention Schedule					Document management (optional)	
Reference	Function	Record type	Retention trigger	Minimum statutory retention period	Recommended retention period	Action at end of retention period	Retention source	Reason for retention	Information Asset Owner
1. Governance									
1.1a	Governance	Organisation wide Corporate Plans	Superseded document	N/A	1 year after superseded (longer if required for historical reasons)	Securely Destroy		Best practice	Chief Executive
1.1b	Governance	Organisation wide Policies and Strategies	Superseded document	N/A	1 year after superseded (longer if required for historical reasons)	Securely Destroy		Best practice	Relevant Head of Service and Director of Resources
1.1c	Governance	Organisation wide Business Continuity	Superseded document	N/A	1 year after superseded (longer if required for historical reasons)	Securely Destroy		Best practice	Chief Executive
1.1d	Governance	Organisation wide Risk Management	Superseded document	N/A	1 year after superseded (longer if required for historical reasons)	Securely Destroy		Best practice	Head of Governance and Company Secretary
1.2	Governance	Governance documentation		N/A	Life of company	Securely Destroy		Required for charitable status.	Head of Governance and Company Secretary
1.3	Governance	Constitution, Aims and Objectives		Life of company	Life of company	Securely Destroy		Required for charitable status.	Head of Governance and Company Secretary
1.4	Governance	Record of HMRC confirmation of charitable status	End of financial year	Minimum 1 year to end of financial year - required for Annual Return as a minimum	Life of company	Securely Destroy	ICSA	Annual return and best practice.	Head of Governance and Company Secretary and Head of Finance and Procurement
1.5	Governance	Record of charitable registration		Life of company	Life of company	Securely Destroy	ICSA	Best practice.	Head of Governance and Company Secretary
1.6	Governance	Certificate of Incorporation		Life of company	Life of company	Securely Destroy	Companies Act 2006 section 15	Legal compliance	Head of Governance and Company Secretary
1.7	Governance	Memorandum of Association		Life of company	Life of company	Securely Destroy	Companies Act 2006 section 32	Legal compliance	Head of Governance and Company Secretary
1.8	Governance	Articles of Association/ Model Rules		Life of company	Life of company	Securely Destroy	Companies Act 2006 section 32	Legal compliance	Head of Governance and Company Secretary
1.9	Governance	Certificate of registration with housing regulator		Life of company	Life of company	Securely Destroy	ICSA	Best practice	Head of Governance and Company Secretary
1.10	Governance	Record of registration and certificate of incorporation for change of name		Life of company	Life of company	Securely Destroy	Companies Act 2006 section 80	Legal compliance	Head of Governance and Company Secretary

Document overview			Retention Schedule					Document management (optional)	
Reference	Function	Record type	Retention trigger	Minimum statutory retention period	Recommended retention period	Action at end of retention period	Retention source	Reason for retention	Information Asset Owner
1.11	Governance	Registration documentation (Co-operative and Community Benefit Societies)		Life of company	Life of company	Securely Destroy	Co-operative and Community Benefit Societies Act 2014 section 3	Legal compliance	Head of Governance and Company Secretary
1.12	Governance	Internal Audit correspondence, terms of reference, meeting minutes, related papers and reports	After audit	N/A	5 years	Securely Destroy		Best practice	Head of Governance and Company Secretary
1.13	Governance	Board member documents – apt letters, SLAs, bank details etc.	Membership ceases	6 years after board membership ceases though some details should be destroyed when membership ceases e.g. bank details etc.	6 years	Securely Destroy	GDPR Article 5(1) (e) requires that personal data shall be kept in a form which permits identification of data subjects for no longer than is necessary CA 2006 recommendation for docs post termination of directorship	Legal compliance	Head of Governance and Company Secretary
2. Data Governance									
2.1	Data Governance	Emails	No longer active	receipt of email	Archived after 6 months Destroyed after 2 years	Securely Destroy	Ofcom National archive guidance ranges from 90 days to four years.	Best practice	Individual
2.2	Data Governance	CCTV	Date of recording	Minimum time necessary	30 days	Securely Destroy	DPA	Best practice	Facilities Manager
2.3	Data Governance	Call Recordings	Date of recording	Minimum time necessary	6 months	Securely Destroy	FCA Handbook, conduct of business	Best practice	ICT
2.4	Data Governance	Data Subject Access Requests	Data sent	6 months	1 year	Securely Destroy	ICo	Best practice	Data Protection Officer
2.5	Data Governance	Films / Videos	Date of recording	Minimum time necessary	3 years	Securely Destroy		Best practice	Individual
2.6	Data Governance	Data Breach Records	Date of recording	N/A	6 years	Securely Destroy		Best practice	Data Protection Officer
2.7	Data Governance	Fraud Records	Date of recording	6 years	6 years	Securely Destroy	FCA Handbook	Best practice	Head of Governance and Company Secretary
2.8	Data Governance	Data Subject Access Requests	Data sent	6 months	1 year	Securely Destroy	ICO	Best practice	Data Protection Officer
3. Meetings									
3.1	Meetings	Notice of meetings		N/A	6 years	Securely Destroy		In case of challenge to validity of meeting or resolutions	Relevant Team
3.2	Meetings	Executive meeting agendas, papers, minutes and resolutions		N/A	10 years	Securely Destroy		Best practice	Assistant to Chief Executive
3.3	Meetings	Board and Committee meeting minutes and resolutions	Date of meeting	10 years from the date of the meeting of extant company or life of company	10 years from the date of the meeting of extant company or life of company	Securely Destroy	Companies Act 2006 section 248 and 249	Legal compliance	Head of Governance and Company Secretary
3.4	Meetings	Board and Committee meeting agendas and papers	Date of meeting	10 years from the date of the meeting of extant company or life of company	10 years from the date of the meeting of extant company or life of company	Securely Destroy	Companies Act 2006 section 248 and 250	Best practice (if required to support minutes and resolutions)	Head of Governance and Company Secretary
3.5	Meetings	Shareholder meeting minutes and resolutions	Date of meeting	Life of company	Life of company	Securely Destroy	Companies Act 2006 section 356	Legal compliance	Head of Governance and Company Secretary
3.6	Meetings	Shareholder meeting agendas and papers	Date of meeting	N/A	Life of company	Securely Destroy		Best practice (if required to support minutes and resolutions)	Head of Governance and Company Secretary

Document overview			Retention Schedule				Document management (optional)		
Reference	Function	Record type	Retention trigger	Minimum statutory retention period	Recommended retention period	Action at end of retention period	Retention source	Reason for retention	Information Asset Owner
3.7	Meetings	Minutes and resolutions of trustees (charities)	Date of meeting	Life of company	Life of company	Securely Destroy	Charity Commission requirement CC48	Legal compliance	Head of Governance and Company Secretary
4. Regulations and Statutory Returns									
4.1	Regulations and Statutory Returns	Audited financial statements	Submission	Minimum of 3 years	6 years	Securely Destroy	Companies Act 2006 section 388 and Professional Standards Authority and National Archives recommendations for best practice	Legal compliance and best practice	Head of Finance and Procurement
4.2	Regulations and Statutory Returns	Sealing register		Life of company	Life of company	Securely Destroy	Companies Act 1985	Legal compliance	Head of Governance and Company Secretary
4.3	Regulations and Statutory Returns	Annual Statutory Returns to the Regulator	Submission	Minimum of 1 year from submission	Life of company	Securely Destroy	Co-operative and Community Benefit Societies Act 2014 section 90	Legal compliance and best practice	Head of Finance and Procurement
4.4	Regulations and Statutory Returns	Register of directors and secretaries		Life of company	Life of company	Securely Destroy	Companies Act 2006 section 162	Legal compliance	Head of Governance and Company Secretary
4.5	Regulations and Statutory Returns	Register of shareholding members		Life of company	Life of company	Securely Destroy	Companies Act 2006 section 113	Legal compliance	Head of Governance and Company Secretary
4.6	Regulations and Statutory Returns	Register of share certificates		Life of company	Life of company	Securely Destroy	Companies Act 1984 s.325	Legal compliance	Head of Governance and Company Secretary
4.7	Regulations and Statutory Returns	Declarations of interest		Life of company	Life of company	Securely Destroy	Company Act 2006 section 177 (implied)	Legal compliance	Head of Governance and Company Secretary
4.8	Regulations and Statutory Returns	List of members (Communities & Benefit Society')		Life of company	Life of company	Securely Destroy	Registrar of Friendly Societies	Required by Registrar of Friendly Societies	Head of Governance and Company Secretary
4.9	Regulations and Statutory Returns	Nursing home and residential care homes registration certificates	End of management	N/A	7 years following end of management	Securely Destroy	Care Quality Commission Guidelines	Best practice	N/A
4.10	Regulations and Statutory Returns	Nursing home and residential care homes inspection reports	End of management	7 years following end of management	7 years following end of management	Securely Destroy	Care Quality Commission Guidelines and Limitation Act 1980	Legal compliance and best practice	N/A
5. Strategic Management									
5.1	Strategic	Business Plans and supporting documentation	End of Business Plan Period	N/A	5 years	Securely Destroy		Best practice	Director of Resources

Document overview			Retention Schedule					Document management (optional)	
Reference	Function	Record type	Retention trigger	Minimum statutory retention period	Recommended retention period	Action at end of retention period	Retention source	Reason for retention	Information Asset Owner
6. Insurance									
6.1	Insurance	Current/former policies: - crime cover - engineering inspection - motor insurance - property damage - loss of commercial rent - housing contents - office contents - works in progress cover - business interruption cover - all risks cover - engineering insurance - personal accident for staff - professional indemnity - crime/fidelity cover	End of policy term	Life of company	Life of company	Review	Limitation can commence from knowledge of potential claim and not necessarily the cause of the claim. N.B. Housing Association Boards must annually reaffirm formally their continuation of the Voluntary Board Members Liability Policy (automatically provided via NHF membership). NCVO (National Council for Voluntary Organisations) recommends 3 years after lapse.	Legal compliance and best practice	Insurance Officer
6.2	Insurance	Certificate of Employers' Liability Insurance	End of policy term	N/A	40 years	Offer to Archives	2008 regulations removed requirement to retain for 40 years but need to be mindful of 'long tail' industrial disease claims, etc.	Best practice	Insurance Officer
6.3	Insurance	Annual Insurance schedule	End of year	N/A	Life of company	Securely Destroy	As current and former policies are kept permanently (above), schedules should be too. Best practice	Best practice	Insurance Officer
6.4	Insurance	Claims and related correspondence	End of settlement	N/A	2 years	Securely Destroy	Zurich Municipal recommendation. NCVO recommends 3 years after settlement	Best practice	Insurance Officer
6.5	Insurance	Indemnities and guarantees	End of policy term	N/A	6 years after expiry	Securely Destroy	Limitations Act 1980, Limitation for legal proceedings. 12 years if related to land.	Legal compliance	Insurance Officer
6.6	Insurance	Group health policies	End of benefits	N/A	12 years after cessation of benefit	Securely Destroy		Best practice	Head of HR
7. Finance									
7.1	Finance	Accounting records for Limited Company		6 years	6 years	Securely Destroy	Companies Act Section 388 recommends 3 years. Taxes Management Act 1970 (TMA) Sec20 (Taxes Management Act 1970) may require any documents relating to tax over 6 (plus) years	Legal compliance	Head of Finance and Procurement
7.2	Finance	Accounting records for Communities & Benefit Society' Society or Charity		N/A	6 years	Securely Destroy		Best practice	Head of Finance and Procurement

Document overview			Retention Schedule				Document management (optional)		
Reference	Function	Record type	Retention trigger	Minimum statutory retention period	Recommended retention period	Action at end of retention period	Retention source	Reason for retention	Information Asset Owner
7.3	Finance - Cheques and associated records	Cash books/sheets	End of Financial Year	6 years	6 years	Securely Destroy	HM treasury guidelines, National Audit Office advice	Legal compliance and best practice	Head of Finance and Procurement
7.4	Finance - Cheques and associated records	Petty cash records/books/sheets Postage/courier account/cash records Register of postage expenditure Postage paid record Postage books sheets	End of Financial Year	2 years	2 years	Securely Destroy	HM treasury guidelines, National Audit Office advice	Legal compliance and best practice	Head of Finance and Procurement
7.5	Finance - Cheques and associated records	Creditors' history records	End of Financial Year	6 years	6 years	Securely Destroy	HM treasury guidelines, National Audit Office advice	Legal compliance and best practice	Head of Finance and Procurement
7.6	Finance - Cheques and associated records	Statements of accounts outstanding orders	End of Financial Year	2 years	2 years	Securely Destroy	HM treasury guidelines, National Audit Office advice	Legal compliance and best practice	Head of Finance and Procurement
7.7	Finance - Cheques and associated records	Vouchers – claims for payment, purchase orders, requisition for goods and services, accounts payable, invoices and so on	End of Financial Year	6 years	6 years	Securely Destroy	HM treasury guidelines, National Audit Office advice	Legal compliance and best practice	Head of Finance and Procurement
7.8	Finance - Cheques and associated records	Wages/salaries vouchers	End of Financial Year	6 years	6 years	Securely Destroy	HM treasury guidelines, National Audit Office advice	Legal compliance and best practice	Head of Finance and Procurement
7.9	Finance - Cheques and associated records	General and subsidiary ledgers produced for the purposes of preparing certified financial statements or published information	End of Financial Year	6 years	6 years	Securely Destroy	HM treasury guidelines, National Audit Office advice	Legal compliance and best practice	Head of Finance and Procurement
7.10	Finance - Expenditure records	Cash books/sheets	End of Financial Year	6 years	6 years	Securely Destroy	HM treasury guidelines, National Audit Office advice	Legal compliance and best practice	Head of Finance and Procurement
7.11	Finance - Expenditure records	Other ledgers (such as contracts, costs, purchases)	End of Financial Year	2 years	2 years	Securely Destroy	HM treasury guidelines, National Audit Office advice	Legal compliance and best practice	Head of Finance and Procurement
7.12	Finance - Expenditure records	Journals – prime records for the raising of charges	End of Financial Year	6 years	6 years	Securely Destroy	HM treasury guidelines, National Audit Office advice	Legal compliance and best practice	Head of Finance and Procurement
7.13	Finance - Expenditure records	Journals – routine adjustments	End of Financial Year	2 years	2 years	Securely Destroy	HM treasury guidelines, National Audit Office advice	Legal compliance and best practice	Head of Finance and Procurement

Document overview			Retention Schedule					Document management (optional)	
Reference	Function	Record type	Retention trigger	Minimum statutory retention period	Recommended retention period	Action at end of retention period	Retention source	Reason for retention	Information Asset Owner
7.14	Finance - Expenditure records	Trial balances - Year-end balances, reconciliations and variations to support ledger balances and published accounts	End of Financial Year	6 years	6 years	Securely Destroy	HM treasury guidelines, National Audit Office advice	Legal compliance and best practice	Head of Finance and Procurement
7.15	Finance - Receipts and revenue records	Receipt books/butts Office copies of receipts – cashiers', cash register, fines and costs, sale of publications, general receipt books/butts/ records	End of Financial Year	6 years	6 years	Securely Destroy	HM treasury guidelines, National Audit Office advice	Legal compliance and best practice	Head of Finance and Procurement
7.16	Finance - Receipts and revenue records	Postal remittance books/records	End of Financial Year	6 years	6 years	Securely Destroy	HM treasury guidelines, National Audit Office advice	Legal compliance and best practice	Head of Finance and Procurement
7.17	Finance - Receipts and revenue records	Receipt books/records for imposts (such as stamp duty, VAT receipt books)	End of Financial Year	6 years	6 years	Securely Destroy	HM treasury guidelines, National Audit Office advice	Legal compliance and best practice	Head of Finance and Procurement
7.18	Finance - Receipts and revenue records	Cash registers - Copies of forms, Reconciliation sheets	End of Financial Year	6 years	6 years	Securely Destroy	HM treasury guidelines, National Audit Office advice	Legal compliance and best practice	Head of Finance and Procurement
7.19	Finance - Receipts and revenue records	Audit rolls, Summaries/analysis records	End of Financial Year	2 years	2 years	Securely Destroy	HM treasury guidelines, National Audit Office advice	Legal compliance and best practice	Head of Finance and Procurement
7.20	Finance - Receipts and revenue records	Debtors' records and invoices - debit notes rendered on debtors (such as invoices paid/unpaid, registers of invoices, debtors ledgers)	End of Financial Year	6 years	6 years	Securely Destroy	HM treasury guidelines, National Audit Office advice	Legal compliance and best practice	Head of Finance and Procurement
7.21	Finance - Receipts and revenue records	Debits and refunds - Records relating to unrecoverable revenue, debts and overpayments (such as register of debts written off, register of refunds)	End of Financial Year	6 years	6 years	Securely Destroy	HM treasury guidelines, National Audit Office advice	Legal compliance and best practice	Head of Finance and Procurement
7.22	Finance- Salaries and related records	Employee pay histories Note that the last three years' records must be kept for leavers, in either the personnel or finance records system, for the calculation of pension entitlement	End of Financial Year	6 years	6 years	Securely Destroy	HM treasury guidelines, National Audit Office advice	Legal compliance and best practice	Head of Finance and Procurement
7.23	Finance- Salaries and related records	Salary ledger card/records	End of Financial Year	6 years	6 years	Securely Destroy	HM treasury guidelines, National Audit Office advice	Legal compliance and best practice	Head of Finance and Procurement
7.24	Finance- Salaries and related records	Copies of salaries/wages payroll sheets	End of Financial Year	2 years	2 years	Securely Destroy	HM treasury guidelines, National Audit Office advice	Legal compliance and best practice	Head of Finance and Procurement

Document overview			Retention Schedule					Document management (optional)	
Reference	Function	Record type	Retention trigger	Minimum statutory retention period	Recommended retention period	Action at end of retention period	Retention source	Reason for retention	Information Asset Owner
7.25	Finance- Purchase order records	Purchase order books/records	End of Financial Year	6 years	6 years	Securely Destroy	HM treasury guidelines, National Audit Office advice	Legal compliance and best practice	Head of Finance and Procurement
7.26	Finance- Purchase order records	Railway/courier consignment books/ records/Travel warrants	End of Financial Year	2 years	2 years	Securely Destroy	HM treasury guidelines, National Audit Office advice	Legal compliance and best practice	Head of Finance and Procurement
7.27	Finance- Purchase order records	Goods inwards books/records	End of Financial Year	6 years	6 years	Securely Destroy	HM treasury guidelines, National Audit Office advice	Legal compliance and best practice	Head of Finance and Procurement
7.28	Finance- Purchase order records	Delivery docket, Stock/stores control cards/sheets/records	End of Financial Year	2 years	2 years	Securely Destroy	HM treasury guidelines, National Audit Office advice	Legal compliance and best practice	Head of Finance and Procurement
7.29	Finance - Financial Statements	Statements/summaries prepared for inclusion in quarterly/annual reports	End of Financial Year	6 years	6 years	Securely Destroy	HM treasury guidelines, National Audit Office advice	Legal compliance and best practice	Head of Finance and Procurement
7.30	Finance - Financial Statements	Periodic financial statements prepared for management on a regular basis	End of Financial Year	1 year	1 year	Destroy when cumulated into quarterly/annual reports	HM treasury guidelines, National Audit Office advice	Legal compliance and best practice	Head of Finance and Procurement
7.31	Finance - Asset register financial records	Assets/equipment registers/records	End of Financial Year	6 years after asset or last one in the register is disposed of	6 years after asset or last one in the register is disposed of	Review	HM treasury guidelines, National Audit Office advice	Legal compliance and best practice	Head of Finance and Procurement
7.32	Finance - Asset register financial records	Depreciation registers - Records relating to the calculation of annual depreciation	End of Financial Year	6 years after asset or last one in the register is disposed of	6 years after asset or last one in the register is disposed of	Review	HM treasury guidelines, National Audit Office advice	Legal compliance and best practice	Head of Finance and Procurement
8. Other Banking Records									
8.1	Other Banking Records	Cancelled / Dishonoured Cheque	End of Financial Year	2 years	2 years	Securely Destroy	HM treasury guidelines, National Audit Office advice	Legal compliance and best practice	Head of Finance and Procurement
8.2	Other Banking Records	Paid/presented cheques	End of Financial Year	6 years	7 years	Securely Destroy	HM treasury guidelines, National Audit Office advice	Legal compliance and best practice	Head of Finance and Procurement
8.3	Other Banking Records	Record of cheques drawn for payment	End of Financial Year	6 years	7 years	Securely Destroy	HM treasury guidelines, National Audit Office advice	Legal compliance and best practice	Head of Finance and Procurement

Document overview			Retention Schedule					Document management (optional)	
Reference	Function	Record type	Retention trigger	Minimum statutory retention period	Recommended retention period	Action at end of retention period	Retention source	Reason for retention	Information Asset Owner
8.4	Other Banking Records	Bank deposit books/slips/butts	End of Financial Year	2 years	2 years	Securely Destroy	HM treasury guidelines, National Audit Office advice	Legal compliance and best practice	Head of Finance and Procurement
8.5	Other Banking Records	Bank deposit summary sheets - Summaries of daily banking	End of Financial Year	2 years	2 years	Securely Destroy	HM treasury guidelines, National Audit Office advice	Legal compliance and best practice	Head of Finance and Procurement
8.6	Other Banking Records	Bank reconciliations files/sheets	End of Financial Year	2 years	2 years	Securely Destroy	HM treasury guidelines, National Audit Office advice	Legal compliance and best practice	Head of Finance and Procurement
8.7	Other Banking Records	Bank statements, periodic reconciliations	End of Financial Year	2 years	2 years	Securely Destroy	HM treasury guidelines, National Audit Office advice	Legal compliance and best practice	Head of Finance and Procurement
8.8	Other Banking Records	Electronic banking and electronic funds transfer	End of Financial Year	6 years	6 years	Securely Destroy	HM treasury guidelines, National Audit Office advice	Legal compliance and best practice	Head of Finance and Procurement
9. Contracts and Agreements									
9.1	Contracts and Agreements	Contracts under seal and/or executed as deeds	Completion	12 years after completion (including any defects liability period)	12 years after completion (including any defects liability period)	Review	Limitation Act 1980.	Legal compliance	Relevant Head of Service and Head of Governance and Company Secretary
9.2	Contracts and Agreements	Contracts for the supply of goods or services, including professional services	Completion	6 years after completion (including any defects liability period)	6 years after completion (including any defects liability period)	Securely Destroy	Limitation Act 1980 (12 years if related to land).	Legal compliance	Relevant Head of Service and Head of Governance and Company Secretary
9.3	Contracts and Agreements	Documentation relating to small one-off purchases of goods and services, where there is no continuing maintenance or similar requirement	After purchase	N/A	3 years. Suggested limit: goods or services up to £10,000	Securely Destroy		Best practice.	Relevant Head of Service and Head of Governance and Company Secretary
9.4	Contracts and Agreements	Loan agreements	Last payment	N/A	12 years after last payment	Securely Destroy		Best practice	Head of Finance and Procurement and Head of Governance and Company Secretary
9.5	Contracts and Agreements	Licensing agreements	Expiry of agreement	6 years after expiry	6 years	Securely Destroy	Limitation Act 1980.	Legal compliance	Relevant Head of Service and Head of Governance and Company Secretary

Document overview			Retention Schedule					Document management (optional)	
Reference	Function	Record type	Retention trigger	Minimum statutory retention period	Recommended retention period	Action at end of retention period	Retention source	Reason for retention	Information Asset Owner
9.6	Contracts and Agreements	Rental and hire purchase agreements	Expiry of agreement	6 years after expiry	6 years	Securely Destroy	Limitation Act 1980.	Legal compliance	Relevant Head of Service and Head of Governance and Company Secretary
9.7	Contracts and Agreements	Indemnities and guarantees	Expiry of agreement	6 years after expiry	6 years	Securely Destroy	Limitation Act 1980.	Legal compliance	Relevant Head of Service and Head of Governance and Company Secretary
9.8	Contracts and Agreements	Documents relating to successful tender	End of contract	N/A	6 years	Securely Destroy		Best practice	Relevant Head of Service and Group Procurement Manager
9.9	Contracts and Agreements	Documents relating to unsuccessful tenders	After notification	N/A	2 years after notification	Securely Destroy		Best practice	Relevant Head of Service and Group Procurement Manager
9.10	Contracts and Agreements	Forms of tender		N/A	6 years	Securely Destroy		Best practice	Relevant Head of Service and Group Procurement Manager
9.11	Contracts and Agreements	Documentation relating to purchases of medical devices and medical equipment		N/A	11 years	Securely Destroy		Best practice	N/A
10. Charitable Donations									
10.1	Charitable Donations	Deeds of covenant		N/A	12 years after last payment	Securely Destroy	TMA recommends 12 years after last payment. Limitation for legal proceedings if related to land.	Best practice	Head of Governance and Company Secretary
10.2	Charitable Donations	Index of donations granted		N/A	6 years	Securely Destroy	N/A	Best practice	Head of Finance and Procurement
10.3	Charitable Donations	Account documentation		3 Years	6 years	Securely Destroy	Companies Act recommends 3 years. Best practice	Best practice	Head of Finance and Procurement
11. Applications and Tenancy Records									
11.1	Application and Tenancy Records	Applications for accommodation	Offer accepted	N/A	6 years after offer accepted	Securely Destroy	Limitation Act 1980, section 2	Best practice	Head of Housing
11.2	Application and Tenancy Records	Continuous Recording of lettings and sales (CORE) data record form		N/A	As long as it is deemed necessary to support social housing policy.	Securely Destroy	CORE Data Sharing Agreement 12.1	Best practice	Head of Housing

Document overview			Retention Schedule					Document management (optional)	
Reference	Function	Record type	Retention trigger	Minimum statutory retention period	Recommended retention period	Action at end of retention period	Retention source	Reason for retention	Information Asset Owner
11.3	Application and Tenancy Records	Housing Benefit notifications		N/A	2 Years	Securely Destroy	Recommendation from Chartered Institute of Housing. Good practice as per DWP guidance	Best practice	Head of Housing
11.4	Application and Tenancy Records	Rent statements		N/A	2 years	Securely Destroy		Best practice	Head of Housing
11.5	Application and Tenancy Records	Tenants' tenancy Files, including rent payment records, and details of any complaints and harassment cases		6 years	2 years' records plus current year	Securely Destroy	Limitations Act 1980	Legal compliance	Head of Housing
11.6	Application and Tenancy Records	Former tenants' Tenancy Agreements, and details of their leaving	End of tenancy	6 years	6 years	Securely Destroy	Limitations Act 1980	Legal compliance	Head of Housing
11.7	Application and Tenancy Records	Information pertaining to clients of Gloucestershire & Worcestershire Mental Health & Wellbeing Services							Head of Support Services
11.8	Application and Tenancy Records	Care plans for children and related documents		Until 75th year of child's birth or 15 years after death if child dies before 18. (Case records including care plans)	Until 75th year of child's birth or 15 years after death if child dies before 18. (Case records including care plans)	Securely Destroy	Arrangements for Placements of Children (General) Regulations 1999 and Children's Act 1989. Some documents may be transferred to subsequent caring agency.	Legal compliance	Head of Housing and/or Head of Support Services
11.9	Application and Tenancy Records	Care plans/ case files for adults and related documents	End of support	8 years from end of care. (Adult Social Care)	8 years from end of care. (Adult Social Care)	Securely Destroy	Records Management Code of Practice for Health and Social Care 2016 Some documents may be transferred to subsequent caring agency.	Legal compliance	Head of Support Services
11.10	Application and Tenancy Records	Documentation, correspondence and information provided by other agencies relating to special needs of current tenants		While tenancy continues	While tenancy continues	Securely Destroy		Best practice	Head of Housing and/or Head of Support Services
11.11	Application and Tenancy Records	Records relating to offenders, ex-offenders and persons subject to cautions		While tenancy continues	While tenancy continues	Securely Destroy	NACRO	Best practice	Head of Housing and/or Head of Support Services
11.12	Application and Tenancy Records	Safeguarding Referral		10 years	10 years	Securely Destroy	Statutory requirement under the Safeguarding Vulnerable Groups Act 2006 and Care Act 2014	Legal compliance	Head of Support Services

Document overview			Retention Schedule					Document management (optional)	
Reference	Function	Record type	Retention trigger	Minimum statutory retention period	Recommended retention period	Action at end of retention period	Retention source	Reason for retention	Information Asset Owner
11.13	Application and Tenancy Records	Safeguarding Records - Serious Case Review		Minimum of 364 days or when notified Home Office has closed DHR	Minimum of 364 days or when notified Home Office has closed DHR	Securely Destroy	Records relating to child protection should be kept for 7 years after your organisation's last contact with the child and their family – NSPCC guidance	Legal compliance	Head of Support Services
12. Tenancy Records									
12.1	Property Records	Rent registrations (superseded)	Superseded document	N/A	6 years	Securely Destroy	Rent Officer Handbook recommendation	Best practice	Head of Housing
12.2	Property Records	Rent Registration (not superseded)		N/A	Life of company	Securely Destroy	Rent Officer Handbook recommendation	Best practice	Head of Housing
12.3	Property Records	Fair rent documentation		N/A	6 years	Securely Destroy	Rent Officer Handbook recommendation	Best practice	Head of Housing
12.4	Property Records	Leases and deeds of ownership		N/A	15 years after expiry.	Securely Destroy	NCVO	Best practice	Head of Housing
12.5	Property Records	Copy of former leases	Settlement of all issues	12 years	12 years	Securely Destroy	Limitation for legal action relating to land or contracts under seal. Limitations Act 1980	Legal compliance	Head of Housing
12.6	Property Records	Wayleaves, licences and easements	Rights given or received cease	12 years	12 years	Securely Destroy	Limitation for legal action relating to land or contracts under seal. Limitations Act 1980	Legal compliance	Head of Housing
12.7	Property Records	Abstracts of title	Interest ceases	12 years after interest ceases	12 years	Securely Destroy	Limitation for legal action relating to land or contracts under seal. Limitations Act 1980	Legal compliance	Head of Housing
12.8	Property Records	Planning and building control permissions	Interest ceases	12 years after interest ceases	12 years	Securely Destroy	Limitation for legal action relating to land or contracts under seal. Limitations Act 1980	Legal compliance	Head of Housing
12.9	Property Records	Searches	Interest ceases	12 years after interest ceases	12 years	Securely Destroy	Limitation for legal action relating to land or contracts under seal. Limitations Act 1980	Legal compliance	Head of Housing
12.10	Property Records	Property maintenance records		6 years	6 years	Securely Destroy	Limitation for legal action relating to land or contracts under seal. Limitations Act 1980	Legal compliance	Head of Housing
12.11	Property Records	Reports and professional opinions		6 years	6 years	Securely Destroy	Limitation for legal action relating to land or contracts under seal. Limitations Act 1980	Legal compliance	Head of Housing

Document overview			Retention Schedule					Document management (optional)	
Reference	Function	Record type	Retention trigger	Minimum statutory retention period	Recommended retention period	Action at end of retention period	Retention source	Reason for retention	Information Asset Owner
12.12	Property Records	Development documentation	Settlement of all issues	12 years	12 years	Securely Destroy	Limitation for legal action relating to land or contracts under seal. Limitations Act 1980	Legal compliance	Head of Housing
12.13	Property Records	Invoices		12 years	12 years	Securely Destroy	Limitation for legal action relating to land or contracts under seal. Limitations Act 1980	Legal compliance	Head of Housing
13. Vehicles									
13.1	Transport & Vehicles	Mileage records & defect sheets	Vehicle disposal	N/A	2 years	Securely Destroy		Best practice	Assistant Logistics Manager
13.2	Transport & Vehicles	Maintenance records & MOT tests	Vehicle disposal	N/A	2 years	Securely Destroy		Best practice	Assistant Logistics Manager
13.3	Transport & Vehicles	Copy Registrations	Vehicle disposal	N/A	2 years	Securely Destroy		Best practice	Assistant Logistics Manager
13.4	Transport & Vehicles	Vehicle disposal log	Vehicle disposal	N/A	1 year	Securely Destroy		Best practice	Assistant Logistics Manager
13.5	Transport & Vehicles - Operators Licence Only	Operators Licence certificates and documents of title	N/A	Permanently	Permanently	Securely Destroy	Driver & Vehicle Standards Agency (DVSA) Operators Licence requirement	Legal compliance	Assistant Logistics Manager
13.6	Transport & Vehicles - Operators Licence Only	Mileage records & defect sheets	Vehicle disposal	15 months	2 years	Securely Destroy	2 years is best practice. DVSA requirement to keep for 15 months under Operators Licence	Best practice	Assistant Logistics Manager
13.7	Transport & Vehicles - Operators Licence Only	Maintenance records & MOT tests (up to 3.5T)	Vehicle disposal	15 months	2 years	Securely Destroy	2 years is best practice. DVSA requirement to keep for 15 months under Operators Licence	Best practice	Assistant Logistics Manager
13.8	Transport & Vehicles - Operators Licence Only	Maintenance records & MOT tests (HGV over 3.5T)	Vehicle disposal	15 months	2 years	Securely Destroy	2 years is best practice. DVSA requirement to keep for 15 months under Operators Licence	Best practice	Assistant Logistics Manager

Document overview			Retention Schedule					Document management (optional)	
Reference	Function	Record type	Retention trigger	Minimum statutory retention period	Recommended retention period	Action at end of retention period	Retention source	Reason for retention	Information Asset Owner
13.9	Transport & Vehicles - Operators Licence Only	Copy Registrations (up to 3.5T)	Vehicle disposal	15 months	2 years	Securely Destroy	2 years is best practice. DVSA requirement to keep for 15 months under Operators Licence	Best practice	Assistant Logistics Manager
13.10	Transport & Vehicles - Operators Licence Only	Copy Registrations (HGV over 3.5T)	Vehicle disposal	15 months	2 years	Securely Destroy	2 years is best practice. DVSA requirement to keep for 15 months under Operators Licence	Best practice	Assistant Logistics Manager
14. Capital Assets									
14.1	Capital Assets	Capital Assets including all land, property, housing stock, corporate buildings, play areas, vehicles, equipment, fixtures & fittings >£400	Asset sold, transferred or disposed of	N/A	6 years	Securely Destroy		Best practice	Head of Assets
14.2	Capital Assets	Fixed Asset Register	NA	Permanently	Permanently	Securely Destroy	Charities Act	Legal compliance	Head of Assets
15. Employees - Tax and Security									
15.1	Tax and Social Security	Record of taxable payments; record of tax deducted or refunded; record of earnings on which standard NI Contributions payable; record of employer's and employee NI contributions	End of Financial Year	Not less than 3 years after the end of the financial year to which they relate	6 years	Securely Destroy	HM Revenue and Customs requires retention of each payment for 3 years. Income Tax (PAYE) Regulations 2003 (SI 2003/2682 Reg 97). The Income Tax (employments) Regulations 1993 (SI 1993/744) and amended 1996	Legal compliance	Head of Finance and Procurement
15.2	Tax and Social Security	NIC contracted out arrangements; Inland Revenue notice of code changes, pay and tax details.	End of Financial Year	Not less than 3 years after the end of the financial year to which they relate	6 years	Securely Destroy	Income Tax (PAYE) Regulations 2003 (SI 2003/2682 Reg 97). The Income Tax (employments) Regulations 1993 (SI 1993/744) and amended 1996. Taxes Management Act 1970	Legal compliance	Head of Finance and Procurement
15.3	Tax and Social Security	Copies of notices to employees (e.g. P45, P60);	End of Financial Year	Not less than 3 years after the end of the financial year to which they relate	6 years plus current year	Securely Destroy	Income Tax (PAYE) Regulations 2003 (SI 2003/2682 Reg 97). The Income Tax (employments) Regulations 1993 (SI 1993/744) and amended 1996. Taxes Management Act 1970	Legal compliance	Head of Finance and Procurement
15.4	Tax and Social Security	HMRC notice of code changes, pay & tax details		6 years	6 years	Securely Destroy	Taxes Management Act 1970	Legal compliance	Head of Finance and Procurement
15.5	Tax and Social Security	Expense Claims	After audit	3 years from the end of the tax year they relate to	6 years	Securely Destroy	HMRC	Best practice	Head of Finance and Procurement
15.6	Tax and Social Security	Record of sickness payments	On payment	6 years	6 years	Securely Destroy	Taxes Management Act 1970 Inland Revenue require retention of each payment for 3 years. SSPR recommends 3 years following year to which they relate	Legal compliance	Head of Finance and Procurement

Document overview			Retention Schedule					Document management (optional)	
Reference	Function	Record type	Retention trigger	Minimum statutory retention period	Recommended retention period	Action at end of retention period	Retention source	Reason for retention	Information Asset Owner
15.7	Tax and Social Security	Record of maternity payments, statutory paternity pay, statutory shared parental pay and statutory adoption pay	On payment	6 years	6 years	Securely Destroy	The Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960) as amended. The Statutory Paternity Pay and Statutory Adoption Pay (admin) Regulations 2002 (SI 2002/2820) and Statutory Shared Parental Pay (Admin) regulations 2014 (SI 2014/2929)	Legal compliance	Head of Finance and Procurement
15.8	Tax and Social Security	Income Tax and NI returns	End of Financial Year	Not less than 3 years after the end of the financial year to which they relate	6 years	Securely Destroy	Income Tax (PAYE) Regulations 2003 (SI 2003/2682 Reg 97). The Income Tax (employments) Regulations 1993 (SI 1993/744) and amended 1996	Legal compliance	Head of Finance and Procurement
15.9	Tax and Social Security	Redundancy details and record of payments & refunds	Date of redundancy	N/A	6 years	Securely Destroy	IPD recommended	Best practice	Head of Finance and Procurement
15.10	Tax and Social Security	Revenue and Customs approvals		N/A	Permanently	Securely Destroy	CIPD recommended	Best practice	Head of Finance and Procurement
15.11	Tax and Social Security	Annual earnings summary	End of Financial Year	N/A	12 years	Securely Destroy		Best practice	Head of Finance and Procurement
15.12	Tax and Social Security	Payroll/ salary records, overtime, bonuses expenses etc.	End of Financial Year	Not less than 3 years after the end of the financial year to which they relate	3 years	Securely Destroy	Income Tax (PAYE) Regulations 2003 (SI 2003/2682 Reg 97). The Income Tax (employments) Regulations 1993 (SI 1993/744) and amended 1996	Legal compliance	Head of Finance and Procurement
15.13	Tax and Social Security	Actuarial valuation reports		N/A	Permanently	Securely Destroy	CIPD recommended	Best practice	Head of Finance and Procurement
15.14	Tax and Social Security	Detailed returns of pension fund contributions; annual reconciliations of fund contributions		N/A	Permanently	Securely Destroy		Best practice	Head of Finance and Procurement
15.15	Tax and Social Security	Money purchase details	After transfer or value taken	N/A	6 years	Securely Destroy	CIPD recommended	Best practice	Head of Finance and Procurement
15.16	Tax and Social Security	Qualifying service details	After transfer or value taken	N/A	6 years	Securely Destroy	CIPD recommended	Best practice	Head of Finance and Procurement

Document overview			Retention Schedule					Document management (optional)	
Reference	Function	Record type	Retention trigger	Minimum statutory retention period	Recommended retention period	Action at end of retention period	Retention source	Reason for retention	Information Asset Owner
15.17	Tax and Social Security	Investment policies	From end of benefits payable under policy	N/A	12 years	Securely Destroy	CIPD recommended	Best practice	Head of Finance and Procurement
15.18	Tax and Social Security	Trade Union agreements	Date of cessation	N/A	10 years after ceasing to be effective	Securely Destroy	CIPD recommended	Best practice	Head of Finance and Procurement
15.19	Tax and Social Security	Inland Revenue approvals		N/A	Life of company	Securely Destroy	CIPD recommended	Best practice	Head of Finance and Procurement
15.20	Tax and Social Security	Annual earnings summary	End of tax year	N/A	3 years from the end of the tax year they relate to	Securely Destroy	HMRC	Best practice	Head of Finance and Procurement
16. Human Resources - Pension Schemes									
16.1	Pension Schemes	Actuarial valuation reports		N/A	Permanently	Securely Destroy	CIPD recommended	Best practice	Payroll
16.2	Pension Schemes	Detailed returns of pension fund contributions		N/A	6 years	Securely Destroy	Pensions Regulator	Best practice	Payroll
16.3	Pension Schemes	Annual reconciliations of fund contributions		N/A	6 years	Securely Destroy	Pensions Regulator	Best practice	Payroll
16.4	Pension Schemes	Money purchase details	After transfer	N/A	6 years after transfer or value taken	Securely Destroy	CIPD recommended	Best practice	Payroll
16.5	Pension Schemes	Qualifying service details	After transfer	N/A	6 years after transfer or value taken	Securely Destroy	CIPD recommended	Best practice	Payroll
16.6	Pension Schemes	Investment policies	End of benefits payable under policy	N/A	12 years	Securely Destroy	CIPD recommended	Best practice	Payroll
16.7	Pension Schemes	Pensioner records	After benefits cease	N/A	12 years after benefits cease	Securely Destroy	CIPD recommended	Best practice	Payroll

Document overview			Retention Schedule					Document management (optional)	
Reference	Function	Record type	Retention trigger	Minimum statutory retention period	Recommended retention period	Action at end of retention period	Retention source	Reason for retention	Information Asset Owner
16.8	Pension Schemes	Records relating to retirement benefits	After transfer or value taken	N/A	6 years	Securely Destroy	RBS(IP)R recommended	Best practice	Payroll
17. Human Resources - Personnel Records									
17.1	Personnel Records	Records relating to retirement benefits	After a year of retirement	N/A	6 years	Securely Destroy	RBS(IP)R recommended	Best practice	Head of HR
17.2	Personnel Records	Terms and conditions of service, both general terms and conditions applicable to all staff, and specific terms and conditions applying to individuals	Leaving date	N/A	6 years	Securely Destroy	Limitations Act 1980 Limitation for legal proceedings	Legal compliance	Head of HR
17.3	Personnel Records	Benefits and Deductions (Service contracts for directors (companies))	Date of cessation of directorship	3 years	6 years	Review	ICSA	Best practice	Head of HR
17.4	Personnel Records	Remuneration package	Leaving date	N/A	6 years	Review	Limitations Act 1980 Limitation for legal proceedings	Legal compliance	Head of HR
17.5a	Personnel Records	Former employees' Human Resources files - Full Name and NI Number	After benefits cease	N/A	12 years after benefits cease	Securely Destroy	Kept in line with CIPD recommendation for Pension information	Best practice	Head of HR
17.5b	Personnel Records	Former employees' Human Resources files - Other Information	Leaving date	N/A	6 years	Securely Destroy	CIPD recommended	Best practice	Head of HR
17.5c	Personnel Records	Former employees' Human Resources files - Photographs	Leaving date	N/A	6 years	Securely Destroy	CIPD recommended	Best practice	Head of HR
17.6	Personnel Records	References to be provided for former employees	Leaving date	N/A	6 years	Securely Destroy	CIPD recommended	Best practice	Head of HR
17.7	Personnel Records	Training Programmes	Leaving date	N/A	6 years	Securely Destroy	CIPD recommended	Best practice	Head of HR
17.8	Personnel Records	Individual training records	Leaving date	N/A	6 years	Securely Destroy	CIPD recommended	Best practice	Head of HR
17.9	Personnel Records	Short lists, interview notes and related application forms	Last Action	N/A	1 year	Securely Destroy	CIPD recommended	Best practice	Head of HR
17.10	Personnel Records	Application forms of non-short listed candidates	After notification	1 year	1 year	Securely Destroy	Limitations Act 1980 SDA & RRA recommend 3 months Commission for Racial Equality and Equal Opportunities recommends 6 months.	Legal compliance	Head of HR
17.11	Personnel Records	DBS certificate number	Date of clearance	Date of clearance + up to a maximum of 6 months	3 years	Review	DBS check code of practice (Home office)	Teign Housing hold only the certificate number but the system reminds HR to check again in 3 years.	Head of HR
17.12	Personnel Records	Time cards/ sheets	After audit	N/A	2 years	Securely Destroy	CIPD recommended	Best practice	Head of HR
17.13	Personnel Records	Trust deeds, rules and minutes (for joint employee/employer sports/social clubs, etc. set up under trust)		N/A	Permanently	Securely Destroy	CIPD recommended	Best practice	Head of HR
17.14	Personnel Records	Employer/Employee committee minutes (Staff Forum)		N/A	Permanently	Securely Destroy	CIPD recommended	Best practice	Head of HR
17.15	Personnel Records	Parental leave records	Birth of child	N/A	18 years from birth of child	Securely Destroy	CIPD recommended	Best practice	Head of HR

Document overview			Retention Schedule					Document management (optional)	
Reference	Function	Record type	Retention trigger	Minimum statutory retention period	Recommended retention period	Action at end of retention period	Retention source	Reason for retention	Information Asset Owner
18. Human Resources - Health & Safety									
18.1	Health & Safety	Medical records relating to control of asbestos		40 years	40 years	Securely Destroy	The Control of Asbestos at Work Regulations 2002 (SI 2002/ 2675). Also see the Control of Asbestos Regulations 2006 (SI 2006/2739) and the Control of Asbestos Regulations 2012 (SI 2012/632	Legal compliance	Health and Safety Business Manager
18.2	Health & Safety	Health and safety assessments; records of consultations with safety reps		Permanently	Permanently	Securely Destroy	Health and Safety at Work Act 1979	Legal compliance	Health and Safety Business Manager
18.3	Health & Safety	Health and safety policy statements		Permanently	Permanently	Securely Destroy	Health and Safety at Work Act 1979	Legal compliance	Health and Safety Business Manager
18.4	Health & Safety	Accident records, reports, accident books	Date of occurrence	3 years	6 years after date of occurrence/entry	Securely Destroy	RIDDOR Limitation for legal proceedings RIDDOR 1995 and Limitation Act 1980 Special rules apply concerning incidents involving hazardous substances.	Legal compliance	Health and Safety Business Manager
18.5	Health & Safety	Sickness records	Date of occurrence	3 years	6 years from date of sickness	Securely Destroy	The Statutory Sick Pay (General) Regulations 1982 (SI 1982/894) as amended Professional Standards Agency	Legal compliance	Health and Safety Business Manager
18.6	Health & Safety	Health and safety statutory notices	Once compliant	6 years after compliance	6 years after compliance	Securely Destroy	Limitations Act 1980 Limitation for legal proceedings	Legal compliance	Health and Safety Business Manager
19. Technical and Research Records									
19.1	Technical and Research	Technical and research records	After requirements have ended	N/A	12-15 years after requirements have ended for both records and reports and drawings and other data.	Securely Destroy	NCVO	Best practice	N/A
20. ASB case files and associated documents									
20.1	ASB case files and associated documents	ASB (Anti-social behaviour) case files and associated documents		N/A	5 years or until end of legal action	Securely Destroy		Best practice	Head of Housing
21. Supporting people – subsidy claims / support plans / single assessments including supporting information									
21.1	Supporting People	Supporting people – subsidy claims / support plans / single assessments including supporting information		N/A	Duration of tenancy	Securely Destroy		Best practice	Head of Support Services

Document overview			Retention Schedule					Document management (optional)	
Reference	Function	Record type	Retention trigger	Minimum statutory retention period	Recommended retention period	Action at end of retention period	Retention source	Reason for retention	Information Asset Owner
22. Resident Meetings									
22.1	Resident Meetings	Resident Meeting Minutes	From date of meeting	N/A	1 year	Securely Destroy	ICSA recommended	Best practice	Communities Manager
23. Property Sales									
23.1	Home Ownership	New Sales applications	Offer accepted	6 years after offer accepted	6 years	Securely Destroy	Limitation Act 1980, section 2	Best practice	Director of Development
23.2	Property Sales	Registrations of interest	Sale of property	N/A	2 years	Securely Destroy		Best practice	Director of Development
23.3	Property Sales	Offer Details	Offer accepted	current year plus 6 years	6 years	Securely Destroy	Estate Agency Act 1979	Legal compliance	Director of Development
23.4	Property Sales	Completion documentation	Completion of Sale	12 years	12 years	Securely Destroy	Housing Act 1985	Best practice	Director of Development
23.6	Property Sales	Post purchase questionnaire/ customer feedback	Date of creation	N/A	3 years	Review	National Archives guidance	Best practice	Director of Development
23.6	Property Sales	Help to Buy applications	Offer accepted	6 years after offer accepted	6 years	Securely Destroy	Limitation Act 1980, section 2	Best practice	Director of Development
23.7	Property Sales	Resales (Shared Ownership)	Offer accepted	6 years after offer accepted	6 years	Securely Destroy	Limitation Act 1980, section 2	Best practice	Director of Development
23.8	Property Sales	Staircasing process documents	Completion of Sale	12 years	12 years	Securely Destroy	Housing Act 1985	Best practice	Director of Development
23.9	Property Sales	Right to Buy/ Acquire files	Completion of Sale	12 years	12 years	Securely Destroy	Housing Act 1985	Best practice	Director of Development
24. Marketing									
24.1	Marketing	All photographic images, containing personal images	Date image taken	N/A	3 years (unless flagged otherwise by the Head of Insight and Change or Head of Service)	Securely Destroy		Best practice	Head of Insight and Change

Document overview			Retention Schedule				Document management (optional)		
Reference	Function	Record type	Retention trigger	Minimum statutory retention period	Recommended retention period	Action at end of retention period	Retention source	Reason for retention	Information Asset Owner
25. Warmer Homes ERDF Project									
25.1	Warmer Homes Project	All documentation stored in the ERDF electronic folder and secure filing cabinet – including all procurement, finance, HR (for the project Co-Ordination and Compliance Manager), details of properties included in the project and associated monitoring information	Contract Requirement	Contract requirement Document review 31st December 2033. DO NOT destroy without approval of Secretary of State for the Ministry of Housing, Communities and Local Government	Stored in line with the requirements of CHL 99 contract – all documentation/data in relation to this to be kept until 31st December 2033. Please note Connexus is the data processor for this information and the Data Controller is the Secretary of State for Housing, Communities and Local Government	Securely Destroy	Secretary of State for the Ministry of Housing, Communities and Local Government	Contractual requirement documentation cannot be destroyed with out the permission of the Secretary of State	Warmer Homes Compliance and Co-Ordination Project Manager