



## Data Retention Policy

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# **Data Retention Policy**

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## **Introduction**

The General Data Protection Regulation (GDPR) provides that organisations which process personal data must not retain that data for any longer than is *necessary* for the purposes for which the personal data are processed.

## **Purpose**

This policy details Drumchapel Housing Co-operative Ltd approach to the retention, deletion and destruction of personal data. All members of staff are obliged to familiarise themselves with this policy and refer to it on an ongoing basis to ensure that its terms are implemented and complied with.

## **Storage of Personal Data**

Drumchapel Housing Co-operative Ltd stores personal data in a variety of ways. This includes hard copy documents, emails, digital documents stored on desktop computers, laptops, phones and other devices, data stored on our servers and in our cloud-based storage, along with data stored by third parties on our behalf.

When updating, rectifying, erasing and deleting any personal data, due care must be taken to ensure that all personal data held in all locations (including back-up storage) and in all forms is dealt with securely and to ensure that a consistent and accurate record of personal data is maintained.

## **Retention of Personal Data**

Different types of personal data may need to be retained for different periods of time depending on the purposes for which the data is processed and the legal and regulatory retention requirements in relation to certain categories of data.

In determining the appropriate retention period consideration should be given to the following factors:

- a) the purposes for which the personal data is processed;
- b) the legal basis for processing that personal data;
- c) legal requirements for retention (particularly employment and health and safety law); and
- d) regulatory requirements.

An appropriate retention period should be identified for each category of personal data. Data subjects must be informed of the retention period which applies to their personal data or, if there is no fixed retention period, the criteria used to determine that period; and where the purposes for which the data is processed have changed, any new retention period.

All personal data processed by Drumchapel Housing Co-operative Ltd shall be retained in accordance with the periods set out in the retention schedule below.

Personal data will be retained in accordance with the appropriate retention period and permanently deleted and/or securely destroyed in accordance with this policy. No personal data shall be destroyed or deleted other than in accordance with this policy.

## **Review and Deletion of Personal Data**

A review of the personal data processed by Drumchapel Housing Co-operative Ltd will be carried out on an annual basis. During the course of this review we will:

- a) Review the retention periods for each category of personal data processed and whether any alteration to these periods is required
- b) Identify personal data which is due for destruction and deletion
- c) Arrange for the secure deletion and destruction of personal data which will no longer be retained

## **Data Subject Rights**

Under the GDPR data subjects are entitled, in certain circumstances, to require the erasure of their personal data. Any request from a data subject must be passed to the Drumchapel Housing Co-operative Ltd as soon as possible.

A data subject may insist on erasure of their personal data where:

- a) it is no longer necessary for the purposes for which it was processed;
- b) where consent has been withdrawn by the data subject;
- c) where there is no legal basis for the processing of the data; or
- d) where there is a legal obligation to delete the data.

The data subject's rights to erasure are not absolute and do not apply to personal data where processing is necessary for:

- a) exercising the rights of freedom of expression;
- b) to comply with a legal obligation in the public interest or in the exercise of an official authority;
- c) for public health reasons;
- d) for archiving purposes; and
- e) for the establishment, exercise or defence of legal claims.

Where personal data is erased following receipt of a request by a data subject DHC will confirm in writing to the data subject that their personal data has been destroyed. Such a response shall be issued to the data subject unless it is impossible or requires disproportionate effort to do so.

Where any request for erasure is refused, DHC will advise the data subject in writing that their request has been refused and detail the reasons for refusal.

## **Monitoring and Review**

This policy was last updated in January 2026 and shall be regularly monitored and reviewed, at least every three years.

## **GDPR Privacy Statement**

The Co-operative will gather and use certain information about individuals in accordance with GDPR. Staff members have a responsibility to ensure compliance with the terms of the privacy policy and to collect, handle and store personal information in accordance with relevant legislation. The Fair Processing Notice (FPN) details how personal data is held and processed.

|        |   |   |
|--------|---|---|
| NFHA   | - | <b>National Federation of Housing Associations</b>                            |
| IPSA   | - | <b>Independent Parliamentary Standards Authority</b>                          |
| CA     | - | <b>Companies Act</b>  |
| CIPD   | - | <b>Chartered Institute of Personnel &amp; Development</b>                     |
| SDA    | - | <b>Sex Discrimination Act</b>   |
| RRA    | - | <b>Race Relations Act</b>   |
| RIDDOR | - | <b>Reporting of Injuries Diseases &amp; Dangerous Occurrences Regulations</b> |
| VATA   | - | <b>Value Added Tax Act</b>  |
| IHO    | - | <b>Independent Housing Ombudsman</b>  |
| DPA    | - | <b>Data Protection Act</b>  |
| DUAA   | - | <b>Data Use and Access Act</b>  |
| DWP    | - | <b>Department of Work and Pensions</b>  |
| IR     | - | <b>Inland Revenue</b>   |

## **Data Retention Periods**

Appendix 1 sets out retention periods for Personal Data held and processed by the Association. It is intended to be used as a guide only. The Association recognises that not all Personal Data can be processed and retained for the same duration, and retention will depend on the individual circumstances relative to the Data Subject whose Personal Data is stored.

## Appendix 1

## DATA RETENTION SCHEDULE

| Document overview  |            |  | Retention Schedule    |   |   |                                   |   |                                  |
|--------------------|------------|--|-----------------------|---|---|-----------------------------------|---|----------------------------------|
| Reference          | Function   | Record type  | Retention trigger     | Minimum statutory retention period  | Recommended retention period  | Action at end of retention period | Retention source  | Reason for retention             |
| 1. Governance      |            |  |                       |   |   |                                   |   |                                  |
| 1.1                | Governance | Organisation wide Corporate Plans, Policies, Business Continuity, Risk Management and Strategies | Superseded document   | N/A   | 1 year after superseded (longer if required for historical reasons) | Securely Destroy                  |   | Best practice                    |
| 1.2                | Governance | Governance documentation   |                       | N/A   | Life of company   | Securely Destroy                  |   | Required for charitable status.  |
| 1.3                | Governance | Constitution, Aims and Objectives  |                       | Life of company   | Life of company   | Securely Destroy                  |   | Required for charitable status.  |
| 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. |
| 1.5                | Governance | Record of charitable registration  |                       | Life of company   | Life of company   | Securely Destroy                  | ICSA  | Best practice.                   |
| 1.6                | Governance | Certificate of Incorporation   |                       | Life of company   | Life of company   | Securely Destroy                  | Companies Act 2006 section 15   | Legal compliance                 |
| 1.7                | Governance | Memorandum of Association  |                       | Life of company   | Life of company   | Securely Destroy                  | Companies Act 2006 section 32   | Legal compliance                 |
| 1.8                | Governance | Articles of Association/ Model Rules   |                       | Life of company   | Life of company   | Securely Destroy                  | Companies Act 2006 section 32   | Legal compliance                 |
| 1.9                | Governance | Certificate of registration with housing regulator   |                       | Life of company   | Life of company   | Securely Destroy                  | ICSA  | Best practice                    |
| 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                 |
| 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                 |
| 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                    |
| 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<br>CA 2006 recommendation for docs post termination of directorship | Legal compliance                 |
| 2. Data Governance |            |  |                       |   |   |                                   |   |                                  |

|             |                 |  |                   |  |  |                  |   |  |
|-------------|-----------------|--|-------------------|--|--|------------------|---|--|
| 2.1         | Data Governance | Emails   | No longer active  | receipt of email   | Archived after 6 months<br>Destroyed after 2 years                         | Securely Destroy | Ofcom<br>National archive guidance ranges from 90 days to four years. | Best practice  |
| 2.2         | Data Governance | CCTV   | Date of recording | Minimum time necessary   | 30 days  | Securely Destroy | DPA   | Best practice  |
| 2.3         | Data Governance | Call Recordings  | Date of recording | Minimum time necessary   | 6 months   | Securely Destroy | FCA Handbook, conduct of business 11.8                                | Best practice  |
| 2.4         | Data Governance | Data Subject Access Requests                               | Data sent         | 6 months   | 1 year   | Securely Destroy | ICO   | Best practice  |
| 2.5         | Data Governance | Films / Videos   | Date of recording | Minimum time necessary   | 3 years  | Securely Destroy |   | Best practice  |
| 2.6         | Data Governance | Data Breach Records  | Date of recording | N/A  | 6 years  | Securely Destroy |   | Best practice  |
| 2.7         | Data Governance | Fraud Records  | Date of recording | 6 years  | 6 years  | Securely Destroy | FCA Handbook  | Best practice  |
| 2.8         | Data Governance | Data Subject Access Requests                               | Data sent         | 6 months   | 1 year   | Securely Destroy | ICO   | Best practice  |
| 3. Meetings |                 |  |                   |  |  |                  |   |  |
| 3.1         | Meetings        | Notice of meetings   |                   | N/A  | 6 years  | Securely Destroy |   | In case of challenge to validity of meeting or resolutions     |
| 3.2         | Meetings        | Executive meeting agendas, papers, minutes and resolutions |                   | N/A  | 10 years   | Securely Destroy |   | Best practice  |
| 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   |
| 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) |
| 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   |

| Document overview                    |          |   | Retention Schedule |                                    |                              |                                   |                                     |  |
|--------------------------------------|----------|---|--------------------|------------------------------------|------------------------------|-----------------------------------|-------------------------------------|--|
| Reference                            | Function | Record type                                     | Retention trigger  | Minimum statutory retention period | Recommended retention period | Action at end of retention period | Retention source                    | Reason for retention   |
| 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) |
| 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   |
| 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          |
| 4.2                     | Regulations and Statutory Returns | Sealing register  |                             | Life of company                     | Life of company                     | Securely Destroy | Companies Act 1985  | Legal compliance                            |
| 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          |
| 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                            |
| 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                            |
| 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                            |
| 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                            |
| 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 |
| 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                               |
| 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          |
| 5. Strategic Management |                                   |   |                             |                                     |                                     |                  |   |   |
| 5.1                     | Strategic                         | Business Plans and supporting documentation                       | End of Business Plan Period | N/A                                 | 5 years                             | Securely Destroy |   | Best practice                               |

| Document overview |  |   | Retention Schedule    |                                    |                                     |                                   |   |                                    |
|-------------------|--|---|-----------------------|------------------------------------|-------------------------------------|-----------------------------------|---|------------------------------------|
| Reference         | Function                                 | Record type   | Retention trigger     | Minimum statutory retention period | Recommended retention period        | Action at end of retention period | Retention source  | Reason for retention               |
| 6. Insurance      |  |   |                       |                                    |                                     |                                   |   |                                    |
| 6.1               | Insurance                                | Current/former policies: <ul style="list-style-type: none"> <li>- crime cover</li> <li>- engineering inspection</li> <li>- motor insurance</li> <li>- property damage</li> <li>- loss of commercial rent</li> <li>- housing contents</li> <li>- office contents</li> <li>- works in progress cover</li> <li>- business interruption cover               <ul style="list-style-type: none"> <li>- all risks cover</li> <li>- engineering insurance</li> </ul> </li> <li>- personal accident for staff</li> <li>- professional indemnity</li> <li>- crime/fidelity cover</li> </ul> | 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.<br>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 |
| 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                      |
| 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.<br>Best practice  | Best practice                      |
| 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                      |
| 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                   |
| 6.6               | Insurance                                | Group health policies   | End of benefits       | N/A                                | 12 years after cessation of benefit | Securely Destroy                  |   | Best practice                      |
| 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                   |
| 7.2               | Finance                                  | Accounting records for Communities & Benefit Society/ Society or Charity  |                       | N/A                                | 6 years                             | Securely Destroy                  |   | Best practice                      |
| 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 |
| 7.4               | Finance - Cheques and associated records | Petty cash records/books/sheets<br>Postage/courier account/cash records<br>Register of postage expenditure<br>Postage paid record<br>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 |

|      |  |   |                       |         |         |                  |  |                                    |
|------|--|---|-----------------------|---------|---------|------------------|--|------------------------------------|
| 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 |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 |

| Document overview |  |  | Retention Schedule    |                                    |                              |                                   |  |                                    |
|-------------------|--|--|-----------------------|------------------------------------|------------------------------|-----------------------------------|--|------------------------------------|
| Reference         | Function                               | Record type  | Retention trigger     | Minimum statutory retention period | Recommended retention period | Action at end of retention period | Retention source                                     | Reason for retention               |
| 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 |
| 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 |
| 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 |
| 7.15              | Finance - Receipts and revenue records | Receipt books/butts<br>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 |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 |

|                          |  |   |                       |  |  |  |  |                                    |
|--------------------------|--|---|-----------------------|--|--|--|--|------------------------------------|
| 7.22                     | Finance- Salaries and related records      | Employee pay histories<br>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 |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 |
| 7.28                     | Finance- Purchase order records            | Delivery dockets, 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 |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 |

| Document overview |                       |  | Retention Schedule    |                                    |                              |                                   |  |                                    |
|-------------------|-----------------------|--|-----------------------|------------------------------------|------------------------------|-----------------------------------|--|------------------------------------|
| Reference         | Function              | Record type  | Retention trigger     | Minimum statutory retention period | Recommended retention period | Action at end of retention period | Retention source                                     | Reason for retention               |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 |

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 |
| 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 |
| 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.   |
| 9.4  | Contracts and Agreements | Loan agreements  | Last payment        | N/A  | 12 years after last payment  | Securely Destroy |  | Best practice    |
| 9.5  | Contracts and Agreements | Licensing agreements   | Expiry of agreement | 6 years after expiry   | 6 years  | Securely Destroy | Limitation Act 1980.                               | Legal compliance |
| 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 |
| 9.7  | Contracts and Agreements | Indemnities and guarantees   | Expiry of agreement | 6 years after expiry   | 6 years  | Securely Destroy | Limitation Act 1980.                               | Legal compliance |
| 9.8  | Contracts and Agreements | Documents relating to successful tender  | End of contract     | N/A  | 6 years  | Securely Destroy |  | Best practice    |
| 9.9  | Contracts and Agreements | Documents relating to unsuccessful tenders   | After notification  | N/A  | 2 years after notification   | Securely Destroy |  | Best practice    |
| 9.10 | Contracts and Agreements | Forms of tender  |                     | N/A  | 6 years  | Securely Destroy |  | Best practice    |
| 9.11 | Contracts and Agreements | Documentation relating to purchases of medical devices and medical equipment   |                     | N/A  | 11 years   | Securely Destroy |  | Best practice    |

| Document overview                    |                                 |                                | Retention Schedule |                                    |                              |                                   |  |                      |
|--------------------------------------|---------------------------------|--------------------------------|--------------------|------------------------------------|------------------------------|-----------------------------------|--|----------------------|
| Reference                            | Function                        | Record type                    | Retention trigger  | Minimum statutory retention period | Recommended retention period | Action at end of retention period | Retention source   | Reason for retention |
| 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        |
| 10.2                                 | Charitable Donations            | Index of donations granted     |                    | N/A                                | 6 years                      | Securely Destroy                  | N/A  | Best practice        |
| 10.3                                 | Charitable Donations            | Account documentation          |                    | 3 Years                            | 6 years                      | Securely Destroy                  | Companies Act recommends 3 years. Best practice  | Best practice        |
| 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        |
| 11.2                                 | Application and Tenancy Records |                                |                    |                                    |                              |                                   |  |                      |
| 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        |

|                     |                                 |   |                                |   |   |                  |   |                  |
|---------------------|---------------------------------|---|--------------------------------|---|---|------------------|---|------------------|
| 11.4                | Application and Tenancy Records | Rent statements   |                                | N/A   | 2 years   | Securely Destroy |   | Best practice    |
| 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 |
| 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 |
| 11.7                | 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.<br>Some documents may be transferred to subsequent caring agency. | Legal compliance |
| 11.8                | 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<br>Some documents may be transferred to subsequent caring agency.                         | Legal compliance |
| 11.9                | 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    |
| 11.10               | 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    |
| 11.11               | 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 |
| 11.12               | 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 |
| 12. Tenancy Records |                                 |   |                                |   |   |                  |   |                  |
| 12.1                | Property Records                | Rent registrations (superseded)   | Superseded document            | N/A   | 6 years   | Securely Destroy | Rent Officer Handbook recommendation  | Best practice    |
| 12.2                | Property Records                | Rent Registration (not superseded)  |                                | N/A   | Life of company   | Securely Destroy | Rent Officer Handbook recommendation  | Best practice    |
| 12.3                | Property Records                | Fair rent documentation   |                                | N/A   | 6 years   | Securely Destroy | Rent Officer Handbook recommendation  | Best practice    |
| 12.4                | Property Records                | Leases and deeds of ownership   |                                | N/A   | 15 years after expiry.  | Securely Destroy | NCVO  | Best practice    |
| 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 |
| 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 |

|                   |                    |  |
|-------------------|--------------------|--|
| Document overview | Retention Schedule |  |
|-------------------|--------------------|--|

| Reference | Function         | Record type                               | Retention trigger | Minimum statutory retention period | Recommended retention period | Action at end of retention period | Retention source   | Reason for retention |
|-----------|------------------|---|-------------------|------------------------------------|------------------------------|-----------------------------------|--|----------------------|
| 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     |
| 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     |
| 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     |

| Document overview  |   |   | Retention Schedule       |                                    |                              |                                   |  |                      |
|--------------------|---|---|--------------------------|------------------------------------|------------------------------|-----------------------------------|--|----------------------|
| Reference          | Function                                      | Record type   | Retention trigger        | Minimum statutory retention period | Recommended retention period | Action at end of retention period | Retention source   | Reason for retention |
| 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     |
| 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     |
| 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     |
| 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     |
| 13. Vehicles       |   |   |                          |                                    |                              |                                   |  |                      |
| 13.1               | Transport & Vehicles                          | Mileage records & defect sheets                       | Vehicle disposal         | N/A                                | 2 years                      | Securely Destroy                  |  | Best practice        |
| 13.2               | Transport & Vehicles                          | Maintenance records & MOT tests                       | Vehicle disposal         | N/A                                | 2 years                      | Securely Destroy                  |  | Best practice        |
| 13.3               | Transport & Vehicles                          | Copy Registrations                                    | Vehicle disposal         | N/A                                | 2 years                      | Securely Destroy                  |  | Best practice        |
| 13.4               | Transport & Vehicles                          | Vehicle disposal log                                  | Vehicle disposal         | N/A                                | 1 year                       | Securely Destroy                  |  | Best practice        |
| 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     |
| 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        |
| 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        |
| 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        |
| 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        |
| 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        |
| 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    |
| 14.2                             | Capital Assets          | Fixed Asset Register  | NA                                     | Permanently  | Permanently | Securely Destroy | Charities Act   | Legal compliance |
| 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.<br>Income Tax (PAYE) Regulations 2003 (SI 2003/2682 Reg 97).<br>The Income Tax (employments) Regulations 1993 (SI 1993/744) and amended 1996 | Legal compliance |
| 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).<br>The Income Tax (employments) Regulations 1993 (SI 1993/744) and amended 1996. Taxes Management Act 1970  | Legal compliance |

| Document overview |                         |   | Retention Schedule    |  |                              |                                   |   |                      |
|-------------------|-------------------------|---|-----------------------|--|------------------------------|-----------------------------------|---|----------------------|
| Reference         | Function                | Record type   | Retention trigger     | Minimum statutory retention period   | Recommended retention period | Action at end of retention period | Retention source  | Reason for retention |
| 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).<br>The Income Tax (employments) Regulations 1993 (SI 1993/744) and amended 1996. Taxes Management Act 1970  | Legal compliance     |
| 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     |
| 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        |
| 15.6              | Tax and Social Security | Record of sickness payments   | On payment            | 6 years  | 6 years                      | Securely Destroy                  | Taxes Management Act 1970<br>Inland Revenue require retention of each payment for 3 years.<br>SSPR recommends 3 years following year to which they relate   | Legal compliance     |
| 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.<br>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     |

|                                       |                         |  |   |  |   |                  |   |                  |
|---------------------------------------|-------------------------|--|---|--|---|------------------|---|------------------|
| 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).<br>The Income Tax (employments) Regulations 1993 (SI 1993/744) and amended 1996 | Legal compliance |
| 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    |
| 15.10                                 | Tax and Social Security | Revenue and Customs approvals  |   | N/A  | Permanently   | Securely Destroy | CIPD recommended  | Best practice    |
| 15.11                                 | Tax and Social Security | Annual earnings summary  | End of Financial Year                     | N/A  | 12 years  | Securely Destroy |   | Best practice    |
| 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).<br>The Income Tax (employments) Regulations 1993 (SI 1993/744) and amended 1996 | Legal compliance |
| 15.13                                 | Tax and Social Security | Actuarial valuation reports  |   | N/A  | Permanently   | Securely Destroy | CIPD recommended  | Best practice    |
| 15.14                                 | Tax and Social Security | Detailed returns of pension fund contributions; annual reconciliations of fund contributions |   | N/A  | Permanently   | Securely Destroy |   | Best practice    |
| 15.15                                 | Tax and Social Security | Money purchase details   | After transfer or value taken             | N/A  | 6 years   | Securely Destroy | CIPD recommended  | Best practice    |
| 15.16                                 | Tax and Social Security | Qualifying service details   | After transfer or value taken             | N/A  | 6 years   | Securely Destroy | CIPD recommended  | Best practice    |
| 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    |
| 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    |
| 15.19                                 | Tax and Social Security | Inland Revenue approvals   |   | N/A  | Life of company                                     | Securely Destroy | CIPD recommended  | Best practice    |
| 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    |
| 16. Human Resources - Pension Schemes |                         |  |   |  |   |                  |   |                  |
| 16.1                                  | Pension Schemes         | Actuarial valuation reports  |   | N/A  | Permanently   | Securely Destroy | CIPD recommended  | Best practice    |
| 16.2                                  | Pension Schemes         | Detailed returns of pension fund contributions   |   | N/A  | 6 years   | Securely Destroy | Pensions Regulator  | Best practice    |

| Document overview |          |             | Retention Schedule |                                    |                              |                                   |                  |                      |
|-------------------|----------|-------------|--------------------|------------------------------------|------------------------------|-----------------------------------|------------------|----------------------|
| Reference         | Function | Record type | Retention trigger  | Minimum statutory retention period | Recommended retention period | Action at end of retention period | Retention source | Reason for retention |

|   |                   |   |                                      |   |                                       |                  |  |   |
|---|-------------------|---|--------------------------------------|---|---------------------------------------|------------------|--|---|
| 16.3                                    | Pension Schemes   | Annual reconciliations of fund contributions  |                                      | N/A   | 6 years                               | Securely Destroy | Pensions Regulator   | Best practice   |
| 16.4                                    | Pension Schemes   | Money purchase details  | After transfer                       | N/A   | 6 years after transfer or value taken | Securely Destroy | CIPD recommended   | Best practice   |
| 16.5                                    | Pension Schemes   | Qualifying service details  | After transfer                       | N/A   | 6 years after transfer or value taken | Securely Destroy | CIPD recommended   | Best practice   |
| 16.6                                    | Pension Schemes   | Investment policies   | End of benefits payable under policy | N/A   | 12 years                              | Securely Destroy | CIPD recommended   | Best practice   |
| 16.7                                    | Pension Schemes   | Pensioner records   | After benefits cease                 | N/A   | 12 years after benefits cease         | Securely Destroy | CIPD recommended   | Best practice   |
| 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   |
| 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   |
| 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  |
| 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   |
| 17.4                                    | Personnel Records | Remuneration package  | Leaving date                         | N/A   | 6 years                               | Review           | Limitations Act 1980 Limitation for legal proceedings  | Legal compliance  |
| 17.5                                    | Personnel Records | Former employees' Human Resources files   | Leaving date                         | N/A   | 6 years                               | Securely Destroy | CIPD recommended   | Best practice   |
| 17.6                                    | Personnel Records | References to be provided for former employees  | Leaving date                         | N/A   | 6 years                               | Securely Destroy | CIPD recommended   | Best practice   |
| 17.7                                    | Personnel Records | Training Programmes   | Leaving date                         | N/A   | 6 years                               | Securely Destroy | CIPD recommended   | Best practice   |
| 17.8                                    | Personnel Records | Individual training records   | Leaving date                         | N/A   | 6 years                               | Securely Destroy | CIPD recommended   | Best practice   |
| 17.9                                    | Personnel Records | Short lists, interview notes and related application forms  | Last Action                          | N/A   | 1 year                                | Securely Destroy | CIPD recommended   | Best practice   |
| 17.10                                   | Personnel Records | Application forms of non-short listed candidates  | After notification                   | 1 year  | 1 year                                | Securely Destroy | Limitations Act 1980<br>SDA & RRA recommend 3 months Commission for Racial Equality and Equal Opportunities recommends 6 months. | Legal compliance  |
| 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)   | Legal compliance<br>Teign Housing hold only the certificate number but the system reminds HR to check again in 3 years. |
| 17.12                                   | Personnel Records | Time cards/ sheets  | After audit                          | N/A   | 2 years                               | Securely Destroy | CIPD recommended   | Best practice   |
| 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   |
| 17.14                                   | Personnel Records | Employer/Employee committee minutes (Staff Forum)   |                                      | N/A   | Permanently                           | Securely Destroy | CIPD recommended   | Best practice   |
| 17.15                                   | Personnel Records | Parental leave records  | Birth of child                       | N/A   | 18 years from birth of child          | Securely Destroy | CIPD recommended   | Best practice   |
| 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 |
| 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 |
| 18.3 | Health & Safety | Health and safety policy statements                                      |                    | Permanently | Permanently                            | Securely Destroy | Health and Safety at Work Act 1979  | Legal compliance |
| 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<br>RIDDOR 1995 and Limitation Act 1980 Special rules apply concerning incidents involving hazardous substances.                                       | Legal compliance |

| Document overview  |   |  | Retention Schedule            |                                    |   |                                   |   |                      |
|--|---|--|-------------------------------|------------------------------------|---|-----------------------------------|---|----------------------|
| Reference  | Function                                | Record type  | Retention trigger             | Minimum statutory retention period | Recommended retention period  | Action at end of retention period | Retention source  | Reason for retention |
| 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<br>Professional Standards Agency | Legal compliance     |
| 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     |
| 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        |
| 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        |
| 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        |
| 22. Resident Meetings  |   |  |                               |                                    |   |                                   |   |                      |
| 22.1   | Resident Meetings                       | Resident Meeting Minutes   | From date of meeting          | N/A                                | 1 year  | Securely Destroy                  | ICSA recommended  | Best practice        |