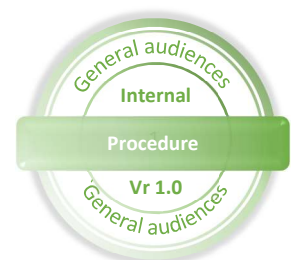


Data Retention Schedule

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Schedule

Record	Period	Reason	Action	Record Owner
Corporate				
Certificates of incorporation	Permanently	Legal	N/A	Company director
Articles of Association	Permanently	Legal	N/A	Company director
Register of Directors / Secretaries	Permanently	Legal	N/A	Company director
Minutes of General Meetings	Permanently	Legal	N/A	Company director
Minutes of Director Meetings	Permanently	Legal	N/A	Company director
Court Orders	Permanently	Legal	N/A	Company director
Annual report	Permanently	Legal	N/A	Company director
Share				
Register of Director Interest	Permanently	Legal	N/A	Company director
Register of Interests in Voting Shares	Permanently	Legal	N/A	Company director
Register of Members	Permanently	Legal	N/A	Company director
Annual Return	Permanently	Legal	N/A	Company director
Dividend and Interest Payment	12 years	Legal	Locally destroyed	Company director
Contracts				
Major Agreements	Permanently	Commercial	N/A	Company director
Other	6 years after expiry	Legal	Securely destroyed	Company director
Unsuccessful tenders	6 year	Business – in line with customer estimates	Securely destroy	Company director
Accounts				
Quotations (Successful)	1 year, if invoice paid	Business, audit	Locally destroyed	Company director
Quotations (Unsuccessful)	1 year	Legal	Locally destroyed	Company director
Sales - Invoices	6 years after financial year	Legal	Locally destroy	Company director

Record	Period	Reason	Action	Record Owner
Sales - Credit Notes	6 years after financial year	Legal	Locally destroyed	Company director
Sales – Statements	2 years	Audit	Locally destroyed	Company director
Cheques	6 years after financial year	Legal	Locally destroyed	Company director
Deposit slips	6 years after financial year	Legal	Locally destroyed	Company director
Payment records	10 years	Legal	Locally destroy	Company director
Purchase orders	3 years after expiry	Audit	Locally destroyed	Company director
Purchase – Invoice	6 years after financial year	Legal	Locally destroyed	Company director
Purchase – Receipts	6 years after financial year	Legal	Locally destroy	Company director
Expenses claims	6 years after financial year	Legal	Locally destroy	Company director
Bank Statements	6 years after financial year	Legal	Locally destroy	Company director
Credit Card Statements	6 years after financial year	Legal	Locally destroy	Company director
iZettle records	6 years after financial year	Legal	Locally destroy	Company director
Bank Instruction	6 years after ceasing to be effective	Legal	Locally destroy	Company director
Asset Register	Current, plus 6 years	Legal	Locally destroy	Company director
Asset Disposal	Permanently	Commercial	N/A	Company director
Annual Depreciation	3 years	Audit	Locally destroy	Company director
Ledger Sheet	10 years	Legal	Locally destroy	Company director
Chart of accounts	Permanently	Commercial	N/A	Company director
Director Loans	6 years after payment	Legal	Locally destroy	Company director
Pension				
Pension Fund Details	Permanently	Legal	N/A	Company director
Pension payment	6 years after last payment	Legal	Locally destroy	Company director
Monthly Superannuation	6 years	Legal	Locally destroy	Company director

Record	Period	Reason	Action	Record Owner
Annual Superannuation	6 years	Legal	Locally destroy	Company director
Cumulative Superannuation	6 years	Legal	Locally destroy	Company director
Superannuation Adjustments	Current plus 6 years	Legal	Locally destroy	Company director
Superannuation Reports	Current plus 6 years	Legal	Locally destroy	Company director
Payroll				
Tax Forms – P6, P45, P48, P11, P11D, P35, P60	3 years after tax year	Legal	Locally destroy	Company director
Bank details	Until update or end of employment	Legal	Locally destroyed	Company director
Payroll records	6 years	Legal	Locally destroy	Company director
National Insurance Contributions	6 years	Legal	Locally destroy	Company director
Schedule of deductions	6 years	Legal	Locally destroy	Company director
Annual Earnings Summary	6 years	Legal	Locally destroy	Company director
HR Records				
Staff Personal Records	7 years after employment ends	Legal	Securely destroy	Company director
Training records	7 years after employment ends	Business – history for staff member	Locally destroy	Company director
Supervision records	7 years after employment ends	Business – support staff record	Locally destroy	Company director
Appraisal records	7 years after employment ends	Business – support staff records	Locally destroy	Company director
Disciplinary record	1-year unfounded 1-year minor 3 years major/final warning	Commercial	Locally destroy	Company director
Leave	Current plus 1 year	Business – management of staff	Locally destroy	Company director
Absentee records	7 years after employment ends	Business – support staff record	Locally destroy	Company director
Redundancy	7 years	Legal	Locally destroy	Company director
Unsuccessful job application	6 months	Business – queries to process	Locally destroy	Company director

Record	Period	Reason	Action	Record Owner
Successful job applicants	6 months	Business – queries to process	Locally destroy	Company director
Insurance				
Policy	3 years after lapse	Commercial	Locally destroy	Company director
Insurance schedule	10 years	Commercial	Locally destroy	Company director
Public, Product & Employers' Liability Record	Until superseded	Legal	Locally destroy	Company director
Claim correspondence	3 years after settlement	Commercial	Locally destroy	Company director
H&S Safety				
Policies	Review annually. Archive for 6 years	Commercial	Locally destroy	Company director
Statements	Review annually. Archive for 6 years	Commercial	Locally destroy	Company director
Guidance	Review annually. Archive for 6 years	Commercial	Locally destroy	Company director
Equipment Inspection Record	3 years or manufacture guidance, whichever is longer	Business/Legal	Locally destroy	Company director
Accident records	3 years after entry	Legal	Locally destroy	Company director
COSHH incident records	40 years after incident	Legal	Locally destroy	Company director
RIDDOR reports	3 years after notification	Legal	Locally destroy	Company director
Risk Assessment	Until replaced	Legal	Locally destroyed	Company director
Events				
Course lesson plans and activities	Permanently	Business – evidence of what people covered	N/A	Company director
CPD lesson plans and activities	Permanently	Business – evidence of what people covered	N/A	Company director
Event notes	1 year after event	Business – encase customer follow up	Locally destroy	Company director
Event marketing	1 year after event	Business – ease of management with event file	Locally destroy	Company director

Record	Period	Reason	Action	Record Owner
Event feedback	4 year after event	Business – development of next events	Locally destroy	Company director
Event candidates	4 years after event	Business – recall marketing	Locally destroy	Company director
Candidate results	6 years after last entry with customer	Business – history for the customer	Locally destroy	Company director
Applications				
Customer Website	1 year after close	Business – allow customer to return	Locally destroy	Company director
Website instructions	1 year after close	Business – need with website	Locally destroy	Company director
Application code	Dependent on client agreement, 1 year minimum or until no longer relevant	Business – dependent on ownership and potential reuse	Locally destroy	Company director
Application instructions	Until application destroyed	Business – needed with application	Locally destroy	Company director
Consultation work				
Consultation documents	6 years	Business – with customer file or to reduce storage	Locally destroy	Company director
Customers				
New business enquiries	1 year	Commercial	Locally destroy	Company director
Customer Files	6 years after last entry	Legal	Locally destroy	Company director
Customer correspondence	6 years	Business – with customer file or to reduce storage	Locally destroy	Company director
Customer estimates	6 year	Business – with customer file or to reduce storage	Locally destroy	Company director
Customer orders	6 years after last entry in file	Business – with customer file, providing customer full history	Locally destroy	Company director
Shipping Orders	6 years	Legal	Locally destroy	Company director
Customer complaints	6 years	Commercial	Locally destroy	Company director

Record	Period	Reason	Action	Record Owner
Customer feedback	6 years	Business – easy management with other docs	Locally destroy	Company director
Customer on-line reviews	Until requested to remove or until no longer relevant	Business	Locally destroy	Company director
IT - General				
Recycle bins	Monthly	Business – automatic	Locally destroy	Company director
Downloads	Monthly	Business – automatic	Locally destroy	Company director
Inbox	Daily	Business – e-mails moved to defined folders or deleted	Locally destroyed	Company director
Deleted e-mails	Monthly	Business – automatic	Locally destroyed	Company director
Shared drives	Reviewed yearly	Business – clear any files not in folders meeting set criteria	Locally destroyed	Company director
Secure FTP	End of sharing	Business – only copies put on Secure FTP	Locally destroyed	Company director
Local drives	Reviewed quarterly	Business – data should be in set files	Locally destroyed	Company director
Backups	Daily Weekly 2 weekly	Business – 2-week resilience	Locally destroyed	Company director
Memory sticks	End of file use	Business – once file is transferred, file to be removed	Locally destroyed	Company director

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Authors

Author	Company	Job Title	Department
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Disposal details	Does not contain sensitive information.