

Corporate Services Data Retention List

Document	Statutory Retention Period	Statutory Retention Source	Recommended Retention Period	Comments
Incorporation Documents				
Certificate of Incorporation	n/a	n/a	permanently	Implied by CA, Sec 13
Certificate of change of company	n/a	n/a	permanently	Implied by CA, Sec 117
Memorandum & articles of association (original)	n/a	n/a	permanently	Best Practice
Memorandum & articles of association (current)	permanently	CA	permanently	Best Practice
Governance documentation	n/a	n/a	permanently	Required for Charitable Status
Constitution, Aims and Objectives	n/a	n/a	permanently	Required for Charitable Status
Letter of charitable registration	n/a	n/a	permanently	Best Practice
Registration documentation (I&P Societies)	permanently	IPSA	permanently	Best Practice
Certificate of registration with Housing	n/a	n/a	permanently	Best Practice
Meetings				
Notices of meetings	n/a	n/a	6 years	In case of challenge to validity of meeting or resolutions
Board & Committee minutes (companies)	permanently	CA	permanently	Signed originals must be kept
Board Resolutions (companies)	permanently	CA	permanently	Signed originals must be kept
Registrations & Statutory Returns				
Declarations of interest - Board members	n/a	n/a	permanently	Limitation for legal proceedings
Register of directors & secretaries	permanently	CA	permanently	
Register of board members	permanently	CA	permanently	Records may be removed from register 20 years after membership ceases
Register of seals	n/a	n/a	permanently	Best Practice
Register of share certificates	n/a	n/a	permanently	Best Practice
list of members (I&P Societies)	n/a	n/a	permanently	Required by Registrar of Friendly Societies
Strategic Management				
Business plans (excluding all the supporting documentation)	n/a	n/a	permanently	Best Practice is 6 years. Cloch will retain permanently to refer back to.

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Charitable Donations				
Index of donations granted	n/a	n/a	permanently	Best Practice is 6 years. Cloch will retain permanently as in minutes that are kept.
only)				
Leases & deeds of ownership	n/a	NCVO	While owned. Deeds of title - permanently or until property disposed of. Leases - 15yrs after expiry	Best Practice
Copy of former leases	n/a	n/a	12yrs after settlement of all issues	Limitation for legal action relating to land or contracts under seal
Employees (Personnel Procedures)				
Terms & Conditions of Service, both general terms & conditions applicable to all staff, and specific terms and conditions applying to individuals	n/a	n/a	6 years after date of issue	Limitation for legal proceedings
Remuneration package	n/a	n/a	6 years after termination/end date	Limitation for legal proceedings
Former employees Personnel Files	n/a	n/a	6 years	IPD recommendation

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References to be provided for former employees (this will be basic information only - date of start/end of contract, last post held, finishing salary)	n/a	n	20yrs or until former employee reaches 65 (whichever comes first)	Best Practice
Specific training programmes (run internally or externally)	n/a	n/a	6yrs after completion	Best Practice
Individual training records	n/a	n/a	6 years	IPD recommendation is 12 months. Cloch will keep for 6yrs after end of contract.
Short lists, interview notes and related application forms	n/a	n/a	1 year	IPD recommendation
Application forms of non-shortlisted candidates	3 months after notification	SDA & RRA	1 year	Recommendation of Commission for Racial Equality & Equal Opportunities Commission is 6 mths. Cloch will make 1 year to keep in line with short lists.
Kelio Timeclock system	n/a	n/a	2 years	IPD recommendation
Employer/employee Committee minutes	n/a	n/a	permanently	IPD recommendation
Employees: Health & Safety				
Medical records relating to control of asbestos	40 years	Control of Asbestos Regulations 2006	40 years	Guidance suggest 40yrs or until the employee reaches 80 yrs of age whichever is the longer
Health & Safety Assessments	n/a	n/a	permanently	IPD recommendation
Health & Safety Policy Statements	n/a	n/a	permanently	Good Practice
Records of consultations with safety representatives	n/a	n/a	permanently	IPD recommendation

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Accident records, reports	3 years after date of occurrence	RIDDOR	6 years after date of occurrence	Limitation for legal proceedings
Accident books	n/a	n/a	6 years after date of last entry	Limitation for legal proceedings
Sickness records	n/a	n/a	6 years after ceasing employment	Limitation for legal proceedings. NCVO recommends 3yrs. However, for industrial injuries not detectable within that period eg asbestos, the time period may be extended. Also for employees exposed to hazardous substances.
Health & Safety statutory notices	n/a	n/a	6 years after compliance	Limitation for legal proceedings

Care & Repair Data Retention List

Document	Statutory Retention Period	Statutory Retention Source	Recommended Retention Period	Comments
OT Referral	n/a	n/a	Until works completed	No need to retain after works completed
Title Deeds	n/a	n/a	Until works completed	No need to retain after works completed
Grant application form	n/a	n/a	Until works completed	No need to retain after works completed
Estimates for work	n/a	n/a	10 Years	Information kept for 10 years as this is the term of the grant
Client contact details	10	Inverclyde Council	10 Years	Information kept for 10 years as this is the term of the grant
Works Post Inspections	n/a	n/a	10 Years	Information kept for 10 years as this is the term of the grant
VAT Exemption forms	n/a	n/a	Until works completed	No need to retain after works completed
Clients medical information	n/a	n/a	Until works completed	No need to retain after works completed
Documentation, correspondence and information provided by other agencies relating to special needs of current clients	n/a	n/a	While case is open	Information held on 'need to know basis'. Medical and Social Services records to be destroyed on completion of works
Clients details on SRS data base	n/a	n/a	5 years	Client files are deleted after 5 years of no contact.
Contracts Insurance	n/a	n/a	1 year	Retain for 12 months after end of contract
Signed Code of Conduct	n/a	n/a	1 year	Retain for 12 months after end of contract
Tender Documents	n/a	n/a	permanently	
IC Contract	n/a	n/a	permanently	

Finance Services Data Retention List

Document	Statutory Retention Period	Statutory Retention Source	Recommended Retention Period	Comments
Payroll	n/a	n/a	3 previous years plus current year, on Sage Payroll and no clear down process done	
Purchase Ledger Invoice/Job Lines	n/a	n/a	7 years	
Pension Submission	n/a	n/a	7 years	
Factoring File	n/a	n/a	7 years	
Sales Day Book	n/a	n/a	7 years	
Factoring Database (OTHA)	n/a	n/a	7 years	
Brixx	n/a	n/a	7 years	

Document	Statutory Retention Period	Statutory Retention Source	Recommended Retention Period	Comments
Bank Signatories info	n/a	n/a	7 years	
Care & Repair Ledger File	n/a	n/a	7 years	

Housing Services Data Retention List

Document	Statutory Retention Period	Statutory Retention Source	Recommended Retention Period	Comments
Tenant File	n/a	n/a	Until tenant is former and no arrears or ASB	
Tenants tenancy files, including rent payment records, and details of any complaints and harrasment cases	n/a	n/a	In general, for the length of the tenancy up to 6 years post tenancy. There may be occasion to weed very old, but still current, files. Limitations Act 1980 and best practice with DPA compliance 5th priciple. For rent payment details, best practice suggests live system holds 2 years records plus current year.	
HMO Licencing	n/a	n/a	For the length of thetenancy up to 6 years post tenancy.	
Applications for accommodation	n/a	n/a	In general, for the length of the application until review or cancellation.	
Allocations Schedules for new Development	n/a	n/a	10 years after development completes.	
Housing Benefit/UC notification	n/a	n/a	In general, for the length of the tenancy up to 6 years post tenancy. There may be occasion to weed very old, but still current, files. Limitations Act 1980 and best practice with DPA compliance 5th principle. For rent payment details, best practice suggests lice system holds 2 years records plus current year.	
Rent Statements			In general, for the length of the tenancy up to 6 years post tenancy. There may be occasion to weed very old, but still current, files. Limitations Act 1980 and best practice with DPA compliance 5th principle. For rent payment details, best practice suggests lice system holds 2 years records plus current year.	

Property Services Data Retention List				
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Tenant/owner Information	n/a	n/a	Up to 6 years after tenancy	
Tenant/Owner Details	n/a	n/a	Up to 6 years after tenancy	
Tenant Details	n/a	n/a	Up to 6 years after tenancy	
Tenant Details	n/a	n/a	3 years after survey concluded	
Tenant Details	n/a	n/a	6 years post tenancy	
Tenant Details	n/a	n/a	6 years post tenancy	
Owner Details	n/a	n/a	6 years post ownership	
Tenant Details	n/a	n/a	6 years post contract	
Tenants Information	n/a	n/a	7 years post contract	

Key to Statutory Retention Sources

CA	Companies Act 1985
Ch A	Children's Act 1989
DPA	Data Protection Act 1998 (not yet in force)
IPSA	Industrial & Provident Societies Act 1965