DATA RETENTION SCHEDULE

	Document overview		Retention Schedule				Document management (optional)					
Reference	Function	Record type	Retention trigger	Recommended retention period	Action at end of retention period	Retention source	Reason for retention	Information Asset Owner	Contains Personal Data	Storage Format	Storage Location (s)	System(s) System(s) Location(s)
1. Governance												
1.1	Governance	Organisation wide Corporate Plans, Policies, Business Continuity, Risk Management and Strategies	Superseded document	1 year after superseded (longer if required for historical reasons)	Securely Destroy		Best practice					
1.2	Governance	Governance documentation		Life of company	Securely Destroy		Required for charitable status.					
1.3	Governance	Constitution, Aims and Objectives		Life of company	Securely Destroy		Required for charitable status.					
1.4	Governance	Record of HMRC confirmation of charitable status	End of financial year	**Minimum statutory retention** - 1 year to end of financial year - required for Annual Return as a minimum. **Recommended** retention - Life of company	Securely Destroy	ICSA	Annual return and best practice.					
1.5	Governance	Record of charitable registration		Life of company	Securely Destroy	ICSA	Best practice.					
1.6	Governance	Certificate of Incorporation		Life of company	Securely Destroy	Companies Act 2006 section 15	Legal compliance					
1.7	Governance	Memorandum of Association		Life of company	Securely Destroy	Companies Act 2006 section 32	Legal compliance					
1.8	Governance	Articles of Association/ Model Rules		Life of company	Securely Destroy	Companies Act 2006 section 32	Legal compliance					
1.9	Governance	Certificate of registration with housing regulator		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	Securely Destroy	Companies Act 2006 section 80	Legal compliance					
1.11	Governance	Registration documentation (Co-operative and Community Benefit Societies)		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	5 years	Securely Destroy		Best practice					
1.13	Governance	Board member documents – apt letters, SLAs, bank details etc.	Membership ceases	6 years	Securely Destroy	GDPR Article 5(1) (e) requires that personal data shall be kept in a form which permits identification of data subjects for no longer than is necessary CA 2006 recommendation for docs post termination of directorship	Legal compliance					
2. Data Governance												
2.1	Data Governance	Emails	No longer active	2 years	Securely Destroy	Ofcom National archive guidance ranges from 90 days to four years.	Best practice					
2.2	Data Governance	CCTV	Date of recording	30 days	Securely Destroy	DPA	Best practice					
2.3	Data Governance	Call Recordings	Date of recording	6 months	Securely Destroy	FCA Handbook, conduct of business 11.8	Best practice					
2.4	Data Governance	Data Subject Access Requests	Data sent	**Minimum statutory requirement** - 6 months. **Recommended** - 1 year	Securely Destroy	ICO	Best practice					
2.5	Data Governance	Films / Videos	Date of recording	3 years	Securely Destroy		Best practice					
2.6	Data Governance	Data Breach Records	Date of recording	6 years	Securely Destroy		Best practice					
2.7	Data Governance	Fraud Records	Date of recording	6 years	Securely Destroy	FCA Handbook	Best practice					
3. Meetings												
3.1	Meetings	Notice of meetings	Date of meeting	6 years	Securely Destroy		In case of challenge to validity of meeting or resolutions					
3.2	Meetings	Executive meeting agendas, papers, minutes and resolutions	Date of meeting	10 years	Securely Destroy		Best practice					
3.3	Meetings	Board and Committee meeting minutes and resolutions	Date of meeting	10 years or life of company if sooner	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 or life of company if sooner	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	Securely Destroy	Companies Act 2006 section 356	Legal compliance					
3.6	Meetings	Shareholder meeting agendas and papers	Date of meeting	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	Securely Destroy	Charity Commission requirement CC48	Legal compliance					
4. Regulations and Statutory Returns												
4.1	Regulations and Statutory Returns	Audited financial statements	Submission	**Minimum statutory retention** - 3 years. **Recommended** - 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					

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4.2	Regulations and Statutory Returns	Sealing register		Life of company	Securely Destroy	Companies Act 1985	Legal compliance						
4.3	Regulations and Statutory Returns	Annual Statutory Returns to the Regulator	Submission	**Minimum statutory retention** - 1 year. **Recommended** - 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	Securely Destroy	Companies Act 2006 section 162	Legal compliance						
4.5	Regulations and Statutory Returns	Register of shareholding members		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	Securely Destroy	Companies Act 1984 s.325	Legal compliance						
4.7	Regulations and Statutory Returns	Declarations of interest		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	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	7 years	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	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	5 years	Securely Destroy		Best practice						

Document overview			Retention Schedule				Document management (optional)						
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6. Insurance													
6.1	Insurance	Current/former policies: - crime cover - engineering inspection - motor insurance - property damage - loss of commercial rent - housing contents - office contents - works in progress cover - business interruption cover - all risks cover - engineering insurance - personal accident for staff - professional indemnity - crime/fidelity cover	End of policy term	Life of company	Review	Limitation can commence from knowledge of potential claim and not necessarily the cause of the claim. N.B. Housing Association Boards must annually reaffirm formally their continuation of the Voluntary Board Members Liability Policy (automatically provided via NHF membership). NCVO (National Council for Voluntary Organisations) recommends 3 years after lapse.	Legal compliance and best practice						
6.2	Insurance	Certificate of Employers' Liability Insurance	End of policy term	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	Life of company	Securely Destroy	As current and former policies are kept permanently (above), schedules should be too. Best practice	Best practice						
6.4	Insurance	Claims and related correspondence	End of settlement	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	6 years	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	12 years	Securely Destroy		Best practice						
7. Finance													
7.1	Finance	Accounting records for Limited Company	End of Financial Year	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	End of Financial Year	6 years	Securely Destroy		Best practice						
7.3	Finance - Cheques and associated records	Cash books/sheets	End of Financial Year	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 Postage/courier account/cash records Register of postage expenditure Postage paid record Postage books sheets	End of Financial Year	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	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	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	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	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	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	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	Securely Destroy	HM treasury guidelines, National Audit Office advice	Legal compliance and best practice						
7.12	Finance - Expenditure records	Journals – prime records for the raising of charges	End of Financial Year	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	Securely Destroy	HM treasury guidelines, National Audit Office advice	Legal compliance and best practice						

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Reference	Function	Record type	Retention trigger	Recommended retention period	Action at end of retention period	Retention source	Reason for retention	Information Asset Owner	Contains Personal Data	Storage Format	Storage Location (s)	System(s)	System(s) Location(s)
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	Securely Destroy	HM treasury guidelines, National Audit Office advice	Legal compliance and best practice						
7.15	Finance - Receipts and revenue records	Receipt books/butts Office copies of receipts – cashiers', cash register, fines and costs, sale of publications, general receipt books/butts/ records	End of Financial Year	6 years	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	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	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	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	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	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	Securely Destroy	HM treasury guidelines, National Audit Office advice	Legal compliance and best practice						
7.22	Finance- Salaries and related records	Employee pay histories Note that the last three years' records must be kept for leavers, in either the personnel or finance records system, for the calculation of pension entitlement	End of Financial Year	6 years	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	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	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	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	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	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	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	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	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	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	After asset or last one in the register is disposed of	6 years	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	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	**Minimum statutory rentention** - 6 years. **Recommended** - 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	**Minimum statutory rentention** - 6 years. **Recommended** - 7 years	Securely Destroy	HM treasury guidelines, National Audit Office advice	Legal compliance and best practice						
8.4	Other Banking Records	Bank deposit books/slips/butts	End of Financial Year	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	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	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	Securely Destroy	HM treasury guidelines, National Audit Office advice	Legal compliance and best practice						

Document overview			Retention Schedule				Document management (optional)						
Reference	Function	Record type	Retention trigger	Recommended retention period	Action at end of retention period	Retention source	Reason for retention	Information Asset Owner	Contains Personal Data	Storage Format	Storage Location (s)	System(s)	System(s) Location(s)
8.8	Other Banking Records	Electronic banking and electronic funds transfer	End of Financial Year	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 (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 (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	3 years. Suggested limit: goods or services up to £10,000	Securely Destroy		Best practice.						
9.4	Contracts and Agreements	Loan agreements	Last payment	12 years	Securely Destroy		Best practice						
9.5	Contracts and Agreements	Licensing agreements	Expiry of agreement	6 years	Securely Destroy	Limitation Act 1980.	Legal compliance						
9.6	Contracts and Agreements	Rental and hire purchase agreements	Expiry of agreement	6 years	Securely Destroy	Limitation Act 1980.	Legal compliance						
9.7	Contracts and Agreements	Indemnities and guarantees	Expiry of agreement	6 years	Securely Destroy	Limitation Act 1980.	Legal compliance						
9.8	Contracts and Agreements	Documents relating to successful tender	End of contract	6 years	Securely Destroy		Best practice						
9.9	Contracts and Agreements	Documents relating to unsuccessful tenders	After notification	2 years	Securely Destroy		Best practice						
9.10	Contracts and Agreements	Forms of tender		6 years	Securely Destroy		Best practice						
9.11	Contracts and Agreements	Documentation relating to purchases of medical devices and medical equipment		11 years	Securely Destroy		Best practice						

	Document overview		Retention Schedule					Document management (optional)					
Reference	Function	Record type	Retention trigger	Recommended retention period	Action at end of retention period	Retention source	Reason for retention	Information Asset Owner	Contains Personal Data	Storage Format	Storage Location (s)	System(s)	System(s) Location(s)
10. Charitable Donations													
10.1	Charitable Donations	Deeds of covenant		12 years	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		6 years	Securely Destroy	N/A	Best practice						
10.3	Charitable Donations	Account documentation		**Minimum statutory rentention** - 3 years. **Recommended** - 6 years	Securely Destroy	Companies Act recommends 3 years. Best practice	Best practice						
11. Applications													
11.1	Application	Applications for accommodation	Offer accepted	6 years	Securely Destroy	Limitation Act 1980	Best practice						
11.2	Application	Continuous Recording of lettings and sales (CORE) data record form	Tenancy Commencement	6 years plus current year	Securely Destroy	CORE Data Sharing Agreement 12.1	Best practice						
11.3	Application	Previous tenants' tenancy file documents (from other housing providers) termination of tenancy information, including rent payment records, and details of any complaints and harassment cases	Offer accepted	6 years	Securely Destroy	Limitations Act 1980	Legal compliance						
12. Application and Tenancy Record (successful housing applicants)													
12.3	Application and Tenancy Records	Documentation, correspondence and information provided by other agencies relating to special needs of current tenants	Offer accepted	**Minimum Statutory requirement** - 6 years. **Recommended** - duration of tenancy.	Securely Destroy		Best pracice						
12.4	Application and Tenancy Records	Records relating to offenders, ex-offenders and persons subject to cautions	Tenancy Termination	While tenancy continues	Securely Destroy	NACRO	Best practice						
13. Tenancy Records													
13.1	Tenancy Records	Tenancy agreement, termination notice, succession/assignment agreement	Tenancy Termination	**Minimum statutory requirment** - 6 years. **Recommended** - indefinately due to Right to Buy legislation		Housing Act 1985 (Part V)	Legal compliance (Right to Buy)						
13.2	Tenancy Records	Correspondance from/to tenant	N/A	Dependant on content of letter. Cross reference content to retention schedule.	Paper document to be securely destroyed immediately after scanned in. Digital documentation to be deleted when retntion period expires.								
13.3	Tenancy Records	Actions/documentation in relation to rent arrears (other than those documents listed in Tenancy Breach Records).	Tenancy Termination	6 years	Account annonymised, digital documents deleted.	Limitations Act 1980	Legal compliance						
13.4	Tenancy Records	Safeguarding Referral	Referral date	Dependent on source of referral i.e. if made as part of Neighbourhoods Case refer to section 14.	Securely Destroy	Statutory requirement under the Safeguarding Vulnerable Groups Act 2006 and Care Act 2014	Legal compliance						
12.6	Application and Tenancy Records	Safeguarding Records - Serious Case Review	N/A	**Minimum statutory requirement** - 364 days or when notified Home Office has closed DHR. **Recommended** 6 years.	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 Limitations Act 1980	Legal compliance						
14. Tenancy Breach Records													
14.1	Tenancy Breach Records	ASB (Anti-social behaviour) case files and associated documents (other than those documented below and safeguarding referrals (See Tenancy records)).	Case closure	Paper documents can be securely destroyed immediately once scanned on to system. Digital documents - 6 years or until end of legal action (whichever is the latest)	Securely Destroy	Housing Act (1996) (Part VI) as amended by the Homelessness Act (2002) and the Localism Act (2011) - in reference to Senior Officer Descision Limitations Act 1980							
14.2	Tenancy Breach Records	NOSPs/NOPPs/NTQs that have been withdrawn or expired without further action.	Date of withdrawal/expiration	Paper documents can be securely destroyed immediately once scanned on to system. Digital documents - Deleted from point of withdrawal/experation.	Securely Destroy		Best Practise						
15. Supporting people – subsidy claims / support plans / single assessments including supporting information													

Document overview			Retention Schedule				Document management (optional)						
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15.1	Supporting People	Supporting people – subsidy claims / support plans / single assessments including supporting information	N/A	Duration of tenancy	Securely Destroy		Best practice Housing Act						
16. Leasehold Records													
16.1	Leasehold Records	Leases	End of lease and settlement of all issues	12 years	Securely Destroy	Limitation for legal action relating to land or contracts under seal. Limitations Act 1980	Legal compliance						
16.2	Leasehold Records	Wayleaves, licences and easements	Rights given or received cease	Documents held within Blackpool Council. See BC retention schedule	N/A								
16.3	Leasehold Records	Abstracts of title	N/A	Documents held within Blackpool Council. See BC retention schedule	N/A								
16.4	Leasehold Records	Deeds of ownership	N/A	Documents held within Blackpool Council. See BC retention schedule	N/A								
16.5	Leasehold Records	Correspondance from/to tenant	N/A	Dependant on content of letter. Cross reference content to retention schedule.	Paper document to be securely destroyed immediately after scanned in. Digital documentation to be deleted when retntion period expires.								
17. Property Records													
17.1	Property records	Planning and building control permissions	Interest ceases	12 years	Securely Destroy	Limitation for legal action relating to land or contracts under seal. Limitations Act 1980	Legal compliance						
17.2	Property records	Searches	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				Document management (optional)						
Reference	Function	Record type	Retention trigger	Recommended retention period	Action at end of retention period	Retention source	Reason for retention	Information Asset Owner	Contains Personal Data	Storage Format	Storage Location (s)	System(s)	System(s) Location(s)
17.3	Property records	Property maintenance records		6 years	Securely Destroy	Limitation for legal action relating to land or contracts under seal. Limitations Act 1980	Legal compliance						
17.4	Property records	Reports and professional opinions		6 years	Securely Destroy	Limitation for legal action relating to land or contracts under seal. Limitations Act 1980	Legal compliance						
17.5	Property records	Development documentation	Settlement of all issues	12 years	Securely Destroy	Limitation for legal action relating to land or contracts under seal. Limitations Act 1980	Legal compliance						
17.6	Property records	Invoices		12 years	Securely Destroy	Limitation for legal action relating to land or contracts under seal. Limitations Act 1980	Legal compliance						
18. Vehicles													
18.1	Transport & Vehicles	Mileage records & defect sheets	Vehicle disposal	2 years	Securely Destroy		Best practice						
18.2	Transport & Vehicles	Maintenance records & MOT tests	Vehicle disposal	2 years	Securely Destroy		Best practice						
18.3	Transport & Vehicles	Copy Registrations	Vehicle disposal	2 years	Securely Destroy		Best practice						
18.4	Transport & Vehicles	Vehicle disposal log	Vehicle disposal	1 year	Securely Destroy		Best practice						
18.5	Transport & Vehicles - Operators Licence Only	Operators Licence certificates and documents of title	N/A	Permanently	Securely Destroy	Driver & Vehicle Standards Agency (DVSA) Operators Licence requirement	Legal compliance						
18.6	Transport & Vehicles - Operators Licence Only	Mileage records & defect sheets	Vehicle disposal	**Minimum statutory retention** - 15 months. **Recommended** - 2 years	Securely Destroy	2 years is best practice. DVSA requirement to keep for 15 months under Operators Licence	Best practice						
18.7	Transport & Vehicles - Operators Licence Only	Maintenance records & MOT tests (up to 3.5T)	Vehicle disposal	**Minimum statutory retention** - 15 months. **Recommended** - 2 years	Securely Destroy	2 years is best practice. DVSA requirement to keep for 15 months under Operators Licence	Best practice						
18.8	Transport & Vehicles - Operators Licence Only	Maintenance records & MOT tests (HGV over 3.5T)	Vehicle disposal	**Minimum statutory retention** - 15 months. **Recommended** - 2 years	Securely Destroy	2 years is best practice. DVSA requirement to keep for 15 months under Operators Licence	Best practice						
18.9	Transport & Vehicles - Operators Licence Only	Copy Registrations (up to 3.5T)	Vehicle disposal	**Minimum statutory retention** - 15 months. **Recommended** - 2 years	Securely Destroy	2 years is best practice. DVSA requirement to keep for 15 months under Operators Licence	Best practice						
18.10	Transport & Vehicles - Operators Licence Only	Copy Registrations (HGV over 3.5T)	Vehicle disposal	**Minimum statutory retention** - 15 months. **Recommended** - 2 years	Securely Destroy	2 years is best practice. DVSA requirement to keep for 15 months under Operators Licence	Best practice						
19. Capital Assets													
19.1	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	6 years	Securely Destroy		Best practice						
19.2	Capital Assets	Fixed Asset Register	NA	Permanently		Charities Act	Legal compliance						
20. Employees - Tax and Security													
20.1	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	**Mimimum statutory retention** - Not less than 3 years after the end of the financial year to which they relate. **Recommended** - 6 years	Securely Destroy	HM Revenue and Customs requires retention of each payment for 3 years. Income Tax (PAYE) Regulations 2003 (SI 2003/2682 Reg 97). The Income Tax (employments) Regulations 1993 (SI 1993/744) and amended 1996	Legal compliance						
20.2	Tax and Social Security	NIC contracted out arrangements; Inland Revenue notice of code changes, pay and tax details.	End of Financial Year	**Mimimum statutory retention** - Not less than 3 years after the end of the financial year to which they relate. **Recommended** - 6 years	Securely Destroy	Income Tax (PAYE) Regulations 2003 (SI 2003/2682 Reg 97). The Income Tax (employments) Regulations 1993 (SI 1993/744) and amended 1996. Taxes Management Act 1970	Legal compliance						

Document overview			Retention Schedule				Document management (optional)						
Reference	Function	Record type	Retention trigger	Recommended retention period	Action at end of retention period	Retention source	Reason for retention	Information Asset Owner	Contains Personal Data	Storage Format	Storage Location (s)	System(s)	System(s) Location(s)
20.3	Tax and Social Security	Copies of notices to employees (e.g. P45, P60);	End of Financial Year	**Mimimum statutory retention** - Not less than 3 years after the end of the financial year to which they relate. **Recommended** - 6 years	Securely Destroy	Income Tax (PAYE) Regulations 2003 (SI 2003/2682 Reg 97). The Income Tax (employments) Regulations 1993 (SI 1993/744) and amended 1996. Taxes Management Act 1970	Legal compliance						
20.4	Tax and Social Security	HMRC notice of code changes, pay & tax details		6 years	Securely Destroy	Taxes Management Act 1970	Legal compliance						
20.5	Tax and Social Security	Expense Claims	After audit	**Minimum statutory retentio**n - 3 years from the end of the tax year they relate to. **Recommended** - 6 years	Securely Destroy	HMRC	Best practice						
20.6	Tax and Social Security	Record of sickness payments	On payment	6 years	Securely Destroy	Taxes Management Act 1970 Inland Revenue require retention of each payment for 3 years. SSPR recommends 3 years following year to which they relate	Legal compliance						
20.7	Tax and Social Security	Record of maternity payments, statutory paternity pay, statutory shared parental pay and statutory adoption pay	On payment	6 years	Securely Destroy	The Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960) as amended. The Statutory Paternity Pay and Statutory Adoption Pay (admin) Regulations 2002 (SI 2002/2820) and Statutory Shared Parental Pay (Admin) regulations 2014 (SI 2014/2929)	Legal compliance						
20.8	Tax and Social Security	Income Tax and NI returns	End of Financial Year	**Mimimum statutory retention** - Not less than 3 years after the end of the financial year to which they relate. **Recommended** - 6 years	Securely Destroy	Income Tax (PAYE) Regulations 2003 (SI 2003/2682 Reg 97). The Income Tax (employments) Regulations 1993 (SI 1993/744) and amended 1996	Legal compliance						
20.9	Tax and Social Security	Redundancy details and record of payments & refunds	Date of redundancy	6 years	Securely Destroy	IPD recommended	Best practice						
20.10	Tax and Social Security	Revenue and Customs approvals		Permanently	Securely Destroy	CIPD recommended	Best practice						
20.11	Tax and Social Security	Annual earnings summary	End of Financial Year	12 years	Securely Destroy		Best practice						
20.12	Tax and Social Security	Payroll/ salary records, overtime, bonuses expenses etc.	End of Financial Year	**Mimimum statutory retention** - Not less than 3 years after the end of the financial year to which they relate. **Recommended** - 3 years	Securely Destroy	Income Tax (PAYE) Regulations 2003 (SI 2003/2682 Reg 97). The Income Tax (employments) Regulations 1993 (SI 1993/744) and amended 1996	Legal compliance						
20.13	Tax and Social Security	Actuarial valuation reports		Permanently	Securely Destroy	CIPD recommended	Best practice						
20.14	Tax and Social Security	Detailed returns of pension fund contributions; annual reconciliations of fund contributions		Permanently	Securely Destroy		Best practice						
20.15	Tax and Social Security	Money purchase details	After transfer or value taken	6 years	Securely Destroy	CIPD recommended	Best practice						
20.16	Tax and Social Security	Qualifying service details	After transfer or value taken	6 years	Securely Destroy	CIPD recommended	Best practice						
20.17	Tax and Social Security	Investment policies	From end of benefits payable under policy	12 years	Securely Destroy	CIPD recommended	Best practice						
20.18	Tax and Social Security	Trade Union agreements	Date of cessation	10 years	Securely Destroy	CIPD recommended	Best practice						
20.19	Tax and Social Security	Inland Revenue approvals		Life of company	Securely Destroy	CIPD recommended	Best practice						
20.20	Tax and Social Security	Annual earnings summary	End of tax year	3 years	Securely Destroy	HMRC	Best practice						
21. Human Resources - Pension Schemes													
21.1	Pension Schemes	Actuarial valuation reports		Permanently	Securely Destroy	CIPD recommended	Best practice						
21.2	Pension Schemes	Detailed returns of pension fund contributions	End of Financial Year	6 years	Securely Destroy	Pensions Regulator	Best practice						
21.3	Pension Schemes	Annual reconciliations of fund contributions	End of Financial Year	6 years	Securely Destroy	Pensions Regulator	Best practice						
21.4	Pension Schemes	Money purchase details	After transfer or value taken.	6 years	Securely Destroy	CIPD recommended	Best practice						
21.5	Pension Schemes	Qualifying service details	After transfer or value taken.	6 years	Securely Destroy	CIPD recommended	Best practice						

Reference	Function	Record type	Retention trigger	Recommended retention period	Action at end of retention period	Retention source	Reason for retention	Information Asset Owner	Contains Personal Data	Storage Format	Storage Location (s)	System(s)	System(s) Location(s)
Document overview			**Retention Schedule**				**Document management (optional)**						
21.6	Pension Schemes	Investment policies	End of benefits payable under policy	12 years	Securely Destroy	CIPD recommended	Best practice						
21.7	Pension Schemes	Pensioner records	After benefits cease	12 years	Securely Destroy	CIPD recommended	Best practice						
21.8	Pension Schemes	Records relating to retirement benefits	After transfer or value taken	6 years	Securely Destroy	RBS(IP)R recommended	Best practice						
22. Human Resources - Personnel Records													
22.1	Personnel Records	Records relating to retirement benefits	After a year of retirement	6 years	Securely Destroy	RBS(IP)R recommended	Best practice						
22.2	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	6 years	Securely Destroy	Limitations Act 1980 Limitation for legal proceedings	Legal compliance						
22.3	Personnel Records	Benefits and Deductions (Service contracts for directors (companies)	Date of cessation of directorship	**Minimum Statutory Retention** - 3 years. **Recommended** - 6 years	Review	ICSA	Best practice						
22.4	Personnel Records	Remuneration package	Leaving date	6 years	Review	Limitations Act 1980 Limitation for legal proceedings	Legal compliance						
22.5	Personnel Records	Former employees' Human Resources files	Leaving date	6 years	Securely Destroy	CIPD recommended	Best practice						
22.6	Personnel Records	References to be provided for former employees	Leaving date	6 years	Securely Destroy	CIPD recommended	Best practice						
22.7	Personnel Records	Training Programmes	Leaving date	6 years	Securely Destroy	CIPD recommended	Best practice						
22.8	Personnel Records	Individual training records	Leaving date	6 years	Securely Destroy	CIPD recommended	Best practice						
22.9	Personnel Records	Short lists, interview notes and related application forms	Last Action	1 year	Securely Destroy	CIPD recommended	Best practice						
22.10	Personnel Records	Application forms of non-short listed candidates	After notification	1 year	Securely Destroy	Limitations Act 1980 SDA & RRA recommend 3 months Commission for Racial Equality and Equal Opportunities recommends 6 months.	Legal compliance						
22.11	Personnel Records	DBS certificate number	Date of clearance	**Minimum Statutory Retention** - 6 months. **Recommended** - 3 years	Review	DBS check code of practice (Home office)	Legal compliance Teign Housing hold only the certificate number but the system reminds HR to check again in 3 years.						
22.12	Personnel Records	Time cards/ sheets	After audit	2 years	Securely Destroy	CIPD recommended	Best practice						
22.13	Personnel Records	Trust deeds, rules and minutes (for joint employee/employer sports/social clubs, etc. set up under trust)		Permanently	Securely Destroy	CIPD recommended	Best practice						
22.14	Personnel Records	Employer/Employee committee minutes (Staff Forum)		Permanently	Securely Destroy	CIPD recommended	Best practice						
22.15	Personnel Records	Parental leave records	Birth of child	18 years from birth of child	Securely Destroy	CIPD recommended	Best practice						
23. Human Resources - Health & Safety													
23.1	Health & Safety	Medical records relating to control of asbestos		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						
23.2	Health & Safety	Health surveillance records relating to Control of Substances Hazardous to Health		40 years	Securely Destroy	Control of Substances Hazardous to Health Regulations 2002	Legal compliance						
23.3	Health & Safety	Health and safety assessments; records of consultations with safety reps	N/A	Permanently	Securely Destroy	Health and Safety at Work etc Act 1974	Legal compliance						
23.4	Health & Safety	Health and safety policy statements	N/A	Permanently	Securely Destroy	Health and Safety at Work etc Act 1974	Legal compliance						
23.5	Health & Safety	Accident records, reports, accident books	Date of occurrence	**Minimum statutory retention** - 3 years for adults. Accidents that involve a child records will be kept until they turn 18 and for a further 3 years.	Securely Destroy	RIDDOR Limitation for legal proceedings RIDDOR 2013 and Limitation Act 1980 Special rules apply concerning incidents involving hazardous substances.	Legal compliance						
23.6	Health & Safety	Sickness records	Date of occurrence	**Minimum statutory retention** - 3 years. **Recommended** - 6 years	Securely Destroy	The Statutory Sick Pay (General) Regulations 1982 (SI 1982/894) as amended Professional Standards Agency	Legal compliance						

Document overview			Retention Schedule				Document management (optional)						
Reference	Function	Record type	Retention trigger	Recommended retention period	Action at end of retention period	Retention source	Reason for retention	Information Asset Owner	Contains Personal Data	Storage Format	Storage Location (s)	System(s)	System(s) Location(s)
23.7	Health & Safety	Health and safety statutory notices	Once compliant	6 years	Securely Destroy	Limitations Act 1980 Limitation for legal proceedings	Legal compliance						
24. Technical and Research Records													
24.1	Technical and Research	Technical and research records	After requirements have ended for both records and reports and drawings and other data.	12-15 years	Securely Destroy	NCVO	Best practice						
25. Involved customers													
25.1	Involved Customers	Meeting Minutes; resident meetings, scrutiny etc	From date of meeting	1 year	Securely Destroy	ICSA recommended	Best practice						