

Data Retention Policy

Scope of Policy

This Policy sets out the approach that Platform Housing Group (the Group) will take to ensure that data is stored for an appropriate period of time, dependent on the data in question.

Applicability

The Policy applies to all members of the Group.

1. Policy Statement

- 1.1 Group members will ensure that documentation, whether in electronic or paper form, is stored for an appropriate length of time that reflects both statutory requirements and established best practice.
- 1.2 All data will be held in a manner that is compatible with the Data Protection Act 2018 and the related **General Data Protection Regulation (GDPR) Policy**.

2. Context

- 2.1 The attached appendix, Data Retention Schedule, originated by the National Housing Federation in November 2018 outlines the principal data record types held by providers. This includes record types related to the following functions:
 - Governance
 - Data governance
 - Meetings (e.g. Boards)
 - Regulations and statutory returns
 - Strategic management
 - Insurance
 - Finance, accounting and tax records
 - Other banking records
 - Contracts and agreements
 - Charitable donations
 - Application and tenancy records
 - Property records
 - Vehicles
 - Capital assets
 - Employee, tax, pension, health and safety and personnel data
 - Technical and research records
 - Anti-Social Behaviour files
 - Supporting People
 - Resident meetings
 - Property sales

- 2.2 The Group's Data Retention Schedule is the definitive document by which the Group will set out the rules for how it will manage the retention of documents. Data Owners, who are key senior managers within the business, have been assigned to the various record types to ensure that retention periods are understood and deployed in the Group's information systems. Where any changes are identified and requested to the schedule, whether addition, amendment or deletion, these will be controlled through the Information Compliance Team and signed off by the respective Data Owner.

3. Aims and objectives

- 3.1 The aim of this policy is to ensure that all members of the Group are storing data in information systems that is consistent in terms of retention timescales, and which meets legal requirements and best practice.
- 3.2 The ultimate aim is for the automatic deletion of records outside of the retention period.

4. Policy outline

- 4.1 The policy provides detailed guidance for all colleagues on the record type, retention period, retention trigger, retention source, reason for retention, action at the end of the retention period, team owner, data owner and data classification.

5. Equality and Diversity

- 5.1 We are committed to fairness and equality for all regardless of their colour, race, ethnicity, nationality, gender, sexual orientation, marital status, disability, age, religion or belief, family circumstances or offending history, as referred to in our relevant Group policies. Our aim is to ensure that our policies and procedures do not create an unfair disadvantage for anyone, either directly or indirectly.
- 5.2 No equality impact assessment or privacy impact assessment is required specifically for this policy. However, the schedule should be a key document for any privacy impact assessment for projects involving the storage of personal data in the future.

6. Monitoring and review

- 6.1 The next policy review is scheduled for April 2021 and then every two years thereafter.

7. Associated documents / policies

- 7.1 List of documents/associated policies/publications:
- Information Security Policy
 - General Data Protection Regulation Policy
 - Data Retention Schedule

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DATA RETENTION SCHEDULE

Document overview			Retention Schedule					Document management (optional)					
Reference	Function	Record type	Retention trigger	Minimum statutory retention period	Recommended retention period	Action at end of retention period	Retention source	Reason for retention	In Current Schedule?	Change to recommended retention?	Team Owner	Data Owner	Data Classification
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	N	5 Years	Governance, Company Secretary & Policy	Andrew Bush	Internal - Business
1.2	Governance	Governance documentation		N/A	Life of company	Securely Destroy		Required for charitable status.	Y		Governance, Company Secretary & Policy	Andrew Bush	Internal - Business
1.3	Governance	Constitution, Aims and Objectives		Life of company	Life of company	Securely Destroy		Required for charitable status.	Y		Governance, Company Secretary & Policy	Andrew Bush	Internal - Business
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.	Y		Governance, Company Secretary & Policy	Andrew Bush	Internal - Business
1.5	Governance	Record of charitable registration		Life of company	Life of company	Securely Destroy	ICSA	Best practice.	Y		Governance, Company Secretary & Policy	Andrew Bush	Internal - Business
1.6	Governance	Certificate of Incorporation		Life of company	Life of company	Securely Destroy	Companies Act 2006 section 15	Legal compliance	Y		Governance, Company Secretary & Policy	Andrew Bush	Internal - Business
1.7	Governance	Memorandum of Association		Life of company	Life of company	Securely Destroy	Companies Act 2006 section 32	Legal compliance	Y		Governance, Company Secretary & Policy	Andrew Bush	Internal - Business
1.8	Governance	Articles of Association/ Model Rules		Life of company	Life of company	Securely Destroy	Companies Act 2006 section 32	Legal compliance	Y		Governance, Company Secretary & Policy	Andrew Bush	Internal - Business
1.9	Governance	Certificate of registration with housing regulator		Life of company	Life of company	Securely Destroy	ICSA	Best practice	Y		Governance, Company Secretary & Policy	Andrew Bush	Internal - Business
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	Y		Governance, Company Secretary & Policy	Andrew Bush	Internal - Business
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	Y		Governance, Company Secretary & Policy	Andrew Bush	Internal - Business
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	N		Governance, Company Secretary & Policy	Andrew Bush	Confidential - Business
1.13	Governance	Board member documents – apt letters, SLAs, bank details etc.	Membership ceases	6 years after board membership ceases though some details should be destroyed when membership ceases e.g. bank details etc.	6 years	Securely Destroy	GDPR Article 5(1) (e) requires that personal data shall be kept in a form which permits identification of data subjects for no longer than is necessary CA 2006 recommendation for docs post termination of directorship	Legal compliance	Y		Governance, Company Secretary & Policy	Andrew Bush	Confidential - Business
2. Data Governance													
2.1	Data Governance	Emails	No longer active	receipt of email	Archived after 6 months Destroyed after 2 years	Securely Destroy	Ofcom National archive guidance ranges from 90 days to four years.	Best practice	N		ICT	Mohammed Zabir	Confidential - Personal
2.2	Data Governance	CCTV	Date of recording	Minimum time necessary	30 days	Securely Destroy	DPA	Best practice	Y		Multiple Teams	Multiple Owners	Internal - Personal
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	N		Operations(Customer Services)	Carol Trappett	Confidential - Personal
2.4	Data Governance	Data Subject Access Requests	Data sent	6 months	1 year	Securely Destroy	ICO	Best practice	N		Data Compliance	Colin Bailey	Confidential - Personal
2.5	Data Governance	Films / Videos/Photography	Date of recording	Minimum time necessary	3 years	Securely Destroy		Best practice	N		Communications Team	Rachael Shaw	Internal - Business
2.6	Data Governance	Data Breach Records	Date of recording	N/A	6 years	Securely Destroy		Best practice	N		Data Compliance	Rosemary Carter / Colin Bailey	Confidential - Personal
2.7	Data Governance	Fraud Records	Date of recording	6 years	6 years	Securely Destroy	FCA Handbook	Best practice	N		Data Compliance	Rosemary Carter / Angela Rodway	Confidential - Personal
2.8	Data Governance	Image Consent Forms	Form completed	3 years	3 years	Securely destroy		Best Practice	N		Communications	Rachael Shaw	Confidential - Personal
2.9	Data Governance	Media Responses	Form completed	3 years	3 years	Securely destroy		Best Practice	N		Communications	Rachael Shaw	Public
2.1	Data Governance	Stakeholder Map/Listing	List Update	2 years	2 years	Update		Best Practice	N		Communications	Rachael Shaw	Public
3. Meetings													
3.1	Meetings	Notice of meetings		N/A	6 years	Securely Destroy		In case of challenge to validity of meeting or resolutions	Y		Governance, Company Secretary & Policy	Andrew Bush	Confidential - Business
3.2	Meetings	Executive meeting agendas, papers, minutes and resolutions		N/A	10 years	Securely Destroy		Best practice	N		Governance, Company Secretary & Policy	Andrew Bush	Confidential - Business
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	Y		Governance, Company Secretary & Policy	Andrew Bush	Confidential - Business
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)	N		Governance, Company Secretary & Policy	Andrew Bush	Confidential - Business
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	Y		Governance, Company Secretary & Policy	Andrew Bush	Confidential - Business
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)	Y		Governance, Company Secretary & Policy	Andrew Bush	Confidential - Business
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	Y		Governance, Company Secretary & Policy	Andrew Bush	Confidential - Business
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	Y		Governance, Company Secretary & Policy	Andrew Bush	Confidential - Business
4.2	Regulations and Statutory Returns	Sealing register		Life of company	Life of company	Securely Destroy	Companies Act 1985	Legal compliance	Y		Governance, Company Secretary & Policy	Andrew Bush	Confidential - Business

Document overview			Retention Schedule					Document management (optional)					
Reference	Function	Record type	Retention trigger	Minimum statutory retention period	Recommended retention period	Action at end of retention period	Retention source	Reason for retention	In Current Schedule?	Change to recommended retention?	Team Owner	Data Owner	Data Classification
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	Y	Was 5 Years previously	Governance, Company Secretary & Policy	Andrew Bush	Confidential - Business
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	Y		Governance, Company Secretary & Policy	Andrew Bush	Confidential - Business
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	Y		Governance, Company Secretary & Policy	Andrew Bush	Confidential - Business
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	Y		Governance, Company Secretary & Policy	Andrew Bush	Confidential - Business
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	Y	Was 6 years previously	Governance, Company Secretary & Policy	Andrew Bush	Confidential - Business
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	Y		Governance, Company Secretary & Policy	Andrew Bush	Confidential - Business
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	Y	Was permanently previously	Governance, Company Secretary & Policy	Andrew Bush	Confidential - Business
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	Y	Was 6 years following end of management previously	Governance, Company Secretary & Policy	Andrew Bush	Confidential - Business
5. Strategic Management													
5.1	Strategic	Business Plans and supporting documentation	End of Business Plan Period	N/A	5 years	Securely Destroy		Best practice	Y		Performance, Improvement & Excellence	Rob Tomlinson	Confidential - Business
6. Insurance													
6.1	Insurance	Current/former policies: - crime cover - engineering inspection - motor insurance - property damage - loss of commercial rent - housing contents - office contents - works in progress cover - business interruption cover - all risks cover - engineering insurance - personal accident for staff - professional indemnity - crime/fidelity cover	End of policy term	Life of company	Life of company	Review	Limitation can commence from knowledge of potential claim and not necessarily the cause of the claim. N.B. Housing Association Boards must annually reaffirm formally their continuation of the Voluntary Board Members Liability Policy (automatically provided via NHF membership). NCVO (National Council for Voluntary Organisations) recommends 3 years after lapse.	Legal compliance and best practice	Y		Corporate Compliance	Angeal Rodway/Rosemary Carter	Confidential - Business
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	Y		Corporate Compliance	Angeal Rodway/Rosemary Carter	Confidential - Business
6.3	Insurance	Annual Insurance schedule	End of year	N/A	Life of company	Securely Destroy	As current and former policies are kept permanently (above), schedules should be too. Best practice	Best practice	Y	Previously 6 years after expiry	Corporate Compliance	Angeal Rodway/Rosemary Carter	Confidential - Business
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	Y		Corporate Compliance	Angeal Rodway/Rosemary Carter	Confidential - Business
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	Y		Corporate Compliance	Angeal Rodway/Rosemary Carter	Confidential - Business
6.6	Insurance	Group health policies	End of benefits	N/A	12 years after cessation of benefit	Securely Destroy		Best practice	Y		HR(Employee Relations)	Helen Wood	Confidential - Business
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	Y		Finance	Liz Casey	Confidential - Business
7.2	Finance	Accounting records for Communities & Benefit Society/ Society or Charity		N/A	6 years	Securely Destroy		Best practice	Y		Finance	Liz Casey	Confidential - Business
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	N		Finance	Liz Casey	Confidential - Business
7.4	Finance - Cheques and associated records	Petty cash records/books/sheets Postage/courier account/cash records Register of postage expenditure Postage paid record Postage books sheets	End of Financial Year	2 years	2 years	Securely Destroy	HM treasury guidelines, National Audit Office advice	Legal compliance and best practice	N		Finance	Liz Casey	Confidential - Business
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	Y		Finance	Liz Casey	Confidential - Business
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	N		Finance	Liz Casey	Confidential - Business
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	Y		Finance	Liz Casey	Confidential - Business
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	N		Finance	Liz Casey	Confidential - Business
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	N		Finance	Liz Casey	Confidential - Business
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	N		Finance	Liz Casey	Confidential - Business
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	N		Finance	Liz Casey	Confidential - Business
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	Y		Finance	Liz Casey	Confidential - Business
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	N		Finance	Liz Casey	Confidential - Business
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	Y		Finance	Liz Casey	Confidential - Business
7.15	Finance - Receipts and revenue records	Receipt books/butts Office copies of receipts – cashiers', cash register, fines and costs, sale of publications, general receipt books/butts/ records	End of Financial Year	6 years	6 years	Securely Destroy	HM treasury guidelines, National Audit Office advice	Legal compliance and best practice	Y		Finance	Liz Casey	Confidential - Business
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	N		Finance	Liz Casey	Confidential - Business

Document overview			Retention Schedule					Document management (optional)					
Reference	Function	Record type	Retention trigger	Minimum statutory retention period	Recommended retention period	Action at end of retention period	Retention source	Reason for retention	In Current Schedule?	Change to recommended retention?	Team Owner	Data Owner	Data Classification
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	Y		Finance	Liz Casey	Confidential - Business
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	Y		Finance	Liz Casey	Confidential - Business
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	N		Finance	Liz Casey	Confidential - Business
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	Y		Finance	Liz Casey	Confidential - Business
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	N		Finance	Liz Casey	Confidential - Business
7.22	Finance - Salaries and related records	Employee pay histories Note that the last three years' records must be kept for leavers, in either the personnel or finance records system, for the calculation of pension entitlement	End of Financial Year	6 years	6 years	Securely Destroy	HM treasury guidelines, National Audit Office advice	Legal compliance and best practice	N		Finance	Liz Casey	Confidential - Business
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	N		Finance	Liz Casey	Confidential - Business
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	N		Finance	Liz Casey	Confidential - Business
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	N		Finance	Liz Casey	Confidential - Business
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	N		Finance	Liz Casey	Confidential - Business
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	N		Finance	Liz Casey	Confidential - Business
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	N		Finance	Liz Casey	Confidential - Business
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	N		Finance	Liz Casey	Confidential - Business
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	N		Finance	Liz Casey	Confidential - Business
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	N		Finance	Liz Casey	Confidential - Business
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	N		Finance	Liz Casey	Confidential - Business
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	N		Finance	Liz Casey	Confidential - Business
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	N		Finance	Liz Casey	Confidential - Business
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	N		Finance	Liz Casey	Confidential - Business
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	N		Finance	Liz Casey	Confidential - Business
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	N		Finance	Liz Casey	Confidential - Business
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	N		Finance	Liz Casey	Confidential - Business
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	Y	Now 2 Years , 6 previously.	Finance	Liz Casey	Confidential - Business
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	N		Finance	Liz Casey	Confidential - Business
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	Y		Corporate Compliance	Richard Orders / Rosemary Carter	Confidential - Business
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	Y		Corporate Compliance	Richard Orders / Rosemary Carter	Confidential - Business
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.	Y	1 Year. Suggested limit: goods or services up to £10,000	Corporate Compliance	Richard Orders / Rosemary Carter	Confidential - Business
9.4	Contracts and Agreements	Loan agreements	Last payment	N/A	12 years after last payment	Securely Destroy		Best practice	N		Corporate Compliance	Ben Colyer	Confidential - Business
9.5	Contracts and Agreements	Licensing agreements	Expiry of agreement	6 years after expiry	6 years	Securely Destroy	Limitation Act 1980.	Legal compliance	Y		Corporate Compliance	Richard Orders / Rosemary Carter	Confidential - Business
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	Y		Corporate Compliance	Richard Orders / Rosemary Carter	Confidential - Business
9.7	Contracts and Agreements	Indemnities and guarantees	Expiry of agreement	6 years after expiry	6 years	Securely Destroy	Limitation Act 1980.	Legal compliance	Y		Corporate Compliance	Richard Orders / Rosemary Carter	Confidential - Business
9.8	Contracts and Agreements	Documents relating to successful tender	End of contract	N/A	6 years	Securely Destroy		Best practice	Y		Corporate Compliance	Richard Orders / Rosemary Carter	Confidential - Business
9.9	Contracts and Agreements	Documents relating to unsuccessful tenders	After notification	N/A	2 years after notification	Securely Destroy		Best practice	Y	1 Year	Corporate Compliance	Richard Orders / Rosemary Carter	Confidential - Business
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	Y		Finance	Liz Casey	Confidential - Business
10.2	Charitable Donations	Index of donations granted		N/A	6 years	Securely Destroy	N/A	Best practice	Y		Finance	Liz Casey	Confidential - Business
10.3	Charitable Donations	Account documentation		3 Years	6 years	Securely Destroy	Companies Act recommends 3 years. Best practice	Best practice	Y		Finance	Liz Casey	Confidential - Business
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	Y		Operations (Lettings)	Sarah Sutton	Confidential - Personal
11.2	Application and Tenancy Records	Continuous Recording of lettings and sales (CORE) data record form		N/A	As long as it is deemed necessary to support social housing policy.	Securely Destroy	CORE Data Sharing Agreement 12.1	Best practice	Y	To be destroyed immediately statistics have been recorded	Operations (Lettings)	Sarah Sutton/ Jeff Plant/ Catherine Cole	Internal - Personal
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	Y		Operations (Income)	Michael Bruce	Internal - Personal

Document overview			Retention Schedule					Document management (optional)					
Reference	Function	Record type	Retention trigger	Minimum statutory retention period	Recommended retention period	Action at end of retention period	Retention source	Reason for retention	In Current Schedule?	Change to recommended retention?	Team Owner	Data Owner	Data Classification
11.4	Application and Tenancy Records	Rent statements		N/A	2 years	Securely Destroy		Best practice	Y		Operations (Income)	Michael Bruce	Internal - Personal
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	Y	Currently all tenancy correspondence kept even if older than 3 years.	Operations (East), (West) & (Income)	Jeff Plant & Catherine Cole & Michael Bruce	Confidential - Personal
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	Y		Operations (East), (West) & (Lettings)	Jeff Plant & Catherine Cole & Sarah Sutton	Confidential - Personal
11.7	Application and Tenancy Records		11	Until 75th year of child's birth or 15 years after death if child dies before 18. (Case records including care plans)	Until 75th year of child's birth or 15 years after death if child dies before 18. (Case records including care plans)	Securely Destroy	Arrangements for Placements of Children (General) Regulations 1999 and Children's Act 1989. Some documents may be transferred to subsequent caring agency.	Legal compliance	Y	Permanently for recommended. 75 Years not 75th birthday.	Operations (East), (West) & (Independent Living)	Jeff Plant & Catherine Cole & Sue Heelas	Confidential - Personal
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 Some documents may be transferred to subsequent caring agency.	Legal compliance	Y	Previously N/A	Operations (East), (West) & (Independent Living)	Jeff Plant & Catherine Cole & Sue Heelas	Confidential - Personal
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	Y		Operations (East) & (West)	Jeff Plant & Catherine Cole	Confidential - Personal
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	Y		Operations (East) & (West)	Jeff Plant & Catherine Cole	Confidential - Personal
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	N		Operations (East), (West) & (Independent Living)	Jeff Plant & Catherine Cole & Sue Heelas	Confidential - Personal
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	N		Operations (East), (West) & (Independent Living)	Jeff Plant & Catherine Cole & Sue Heelas	Confidential - Personal
12. Property Records													
12.1	Property Records	Rent registrations (superseded)	Superseded document	N/A	6 years	Securely Destroy	Rent Officer Handbook recommendation	Best practice	Y		Operations (Income)	Michael Bruce	Confidential - Business
12.2	Property Records	Rent Registration (not superseded)		N/A	Life of company	Securely Destroy	Rent Officer Handbook recommendation	Best practice	Y	Previously, Permanently.	Operations (Income)	Michael Bruce	Confidential - Business
12.3	Property Records	Fair rent documentation		N/A	6 years	Securely Destroy	Rent Officer Handbook recommendation	Best practice	Y		Operations (Income)	Michael Bruce	Confidential - Business
12.4	Property Records	Leases and deeds of ownership		N/A	15 years after expiry.	Securely Destroy	NCVO	Best practice	Y		Home Ownership	James Baker	Confidential - Business
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	Y		Home Ownership	James Baker	Confidential - Business
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	Y		Home Ownership	James Baker	Confidential - Business
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	Y		Home Ownership	James Baker	Confidential - Business
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	Y		Asset Management	Malkit Sagoo	Confidential - Business
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	Y		Treasury	Ben Colyer /Steven Harris	Confidential - Business
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	Y		Asset Management	Malkit Sagoo	Confidential - Business
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	Y		Asset Management	Malkit Sagoo	Confidential - Business
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	Y	For More Detailed Development Document Retention see the Develpt Dept Retention Schedule Worksheet.	Development (Programme & Performance)	Helen Newbury	Confidential - Business
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	Y		Asset Management	Malkit Sagoo	Confidential - Business
13. Vehicles													
13.1	Transport & Vehicles	Mileage records & defect sheets	Vehicle disposal	N/A	2 years	Securely Destroy		Best practice	Y		FPC	Peter Cresswell	Confidential - Business
13.2	Transport & Vehicles	Maintenance records & MOT tests	Vehicle disposal	N/A	2 years	Securely Destroy		Best practice	Y		FPC	Peter Cresswell	Confidential - Business
13.3	Transport & Vehicles	Copy Registrations	Vehicle disposal	N/A	2 years	Securely Destroy		Best practice	Y		FPC	Peter Cresswell	Confidential - Business
13.4	Transport & Vehicles	Vehicle disposal log	Vehicle disposal	N/A	1 year	Securely Destroy		Best practice	N		FPC	Peter Cresswell	Confidential - Business
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	N		FPC	Peter Cresswell	Confidential - Business

Document overview			Retention Schedule					Document management (optional)					
Reference	Function	Record type	Retention trigger	Minimum statutory retention period	Recommended retention period	Action at end of retention period	Retention source	Reason for retention	In Current Schedule?	Change to recommended retention?	Team Owner	Data Owner	Data Classification
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	N		FPC	Peter Cresswell	Confidential - Business
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	N		FPC	Peter Cresswell	Confidential - Business
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	N		FPC	Peter Cresswell	Confidential - Business
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	N		FPC	Peter Cresswell	Confidential - Business
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	N		FPC	Peter Cresswell	Confidential - Business
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	N		Finance	Andrew Brook	Confidential - Business
14.2	Capital Assets	Fixed Asset Register	NA	Permanently	Permanently	Securely Destroy	Charities Act	Legal compliance	N		Finance	Andrew Brook	Confidential - Business
15. Employees - Tax and Security													
15.1	Tax and Social Security	Record of taxable payments; record of tax deducted or refunded; record of earnings on which standard NI Contributions payable; record of employer's and employee NI contributions	End of Financial Year	Not less than 3 years after the end of the financial year to which they relate	6 years	Securely Destroy	HM Revenue and Customs requires retention of each payment for 3 years. Income Tax (PAYE) Regulations 2003 (SI 2003/2682 Reg 97). The Income Tax (employments) Regulations 1993 (SI 1993/744) and amended 1996	Legal compliance	Y		HR (Systems & Performance)	Chris Phillips	Confidential - Personal
15.2	Tax and Social Security	NIC contracted out arrangements; Inland Revenue notice of code changes, pay and tax details.	End of Financial Year	Not less than 3 years after the end of the financial year to which they relate	6 years	Securely Destroy	Income Tax (PAYE) Regulations 2003 (SI 2003/2682 Reg 97). The Income Tax (employments) Regulations 1993 (SI 1993/744) and amended 1996. Taxes Management Act 1970	Legal compliance	Y		HR (Systems & Performance)	Chris Phillips	Confidential - Personal
15.3	Tax and Social Security	Copies of notices to employees (e.g. P45, P60);	End of Financial Year	Not less than 3 years after the end of the financial year to which they relate	6 years plus current year	Securely Destroy	Income Tax (PAYE) Regulations 2003 (SI 2003/2682 Reg 97). The Income Tax (employments) Regulations 1993 (SI 1993/744) and amended 1996. Taxes Management Act 1970	Legal compliance	Y		HR (Systems & Performance)	Chris Phillips	Confidential - Personal
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	Y		HR (Systems & Performance)	Chris Phillips	Confidential - Personal
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	Y		HR (Systems & Performance)	Chris Phillips	Confidential - Personal
15.6	Tax and Social Security	Record of sickness payments	On payment	6 years	6 years	Securely Destroy	Taxes Management Act 1970 Inland Revenue require retention of each payment for 3 years. SSPR recommends 3 years following year to which they relate	Legal compliance	Y		HR (Systems & Performance)	Chris Phillips	Confidential - Personal
15.7	Tax and Social Security	Record of maternity payments, statutory paternity pay, statutory shared parental pay and statutory adoption pay	On payment	6 years	6 years	Securely Destroy	The Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960) as amended. The Statutory Paternity Pay and Statutory Adoption Pay (admin) Regulations 2002 (SI 2002/2820) and Statutory Shared Parental Pay (Admin) regulations 2014 (SI 2014/2929)	Legal compliance	Y		HR (Systems & Performance)	Chris Phillips	Confidential - Personal
15.8	Tax and Social Security	Income Tax and NI returns	End of Financial Year	Not less than 3 years after the end of the financial year to which they relate	6 years	Securely Destroy	Income Tax (PAYE) Regulations 2003 (SI 2003/2682 Reg 97). The Income Tax (employments) Regulations 1993 (SI 1993/744) and amended 1996	Legal compliance	Y		HR (Systems & Performance)	Chris Phillips	Confidential - Personal
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	Y	Previously 12 Years.	HR (Systems & Performance)	Chris Phillips	Confidential - Personal
15.10	Tax and Social Security	Revenue and Customs approvals		N/A	Permanently	Securely Destroy	CIPD recommended	Best practice	Y		HR (Systems & Performance)	Chris Phillips	Confidential - Personal
15.11	Tax and Social Security	Annual earnings summary	End of Financial Year	N/A	12 years	Securely Destroy		Best practice	Y		HR (Systems & Performance)	Chris Phillips	Confidential - Personal
15.12	Tax and Social Security	Payroll/ salary records, overtime, bonuses expenses etc.	End of Financial Year	Not less than 3 years after the end of the financial year to which they relate	3 years	Securely Destroy	Income Tax (PAYE) Regulations 2003 (SI 2003/2682 Reg 97). The Income Tax (employments) Regulations 1993 (SI 1993/744) and amended 1996	Legal compliance	N		HR (Systems & Performance)	Chris Phillips	Confidential - Personal
15.13	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			HR (Systems & Performance)	Chris Phillips	Confidential - Personal
15.14	Tax and Social Security	Inland Revenue approvals		N/A	Life of company	Securely Destroy	CIPD recommended	Best practice			HR (Systems & Performance)	Chris Phillips	Confidential - Personal
16. Human Resources - Pension Schemes													
16.1	Pension Schemes	Actuarial valuation reports		N/A	Permanently	Securely Destroy	CIPD recommended	Best practice	Y		HR (Systems & Performance)	Chris Phillips	Confidential - Personal
16.2	Pension Schemes	Detailed returns of pension fund contributions		N/A	6 years	Securely Destroy	Pensions Regulator	Best practice	Y		HR (Systems & Performance)	Chris Phillips	Confidential - Personal
16.3	Pension Schemes	Annual reconciliations of fund contributions		N/A	6 years	Securely Destroy	Pensions Regulator	Best practice	Y		HR (Systems & Performance)	Chris Phillips	Confidential - Personal
16.4	Pension Schemes	Money purchase details	After transfer	N/A	6 years after transfer or value taken	Securely Destroy	CIPD recommended	Best practice	Y		HR (Systems & Performance)	Chris Phillips	Confidential - Personal
16.5	Pension Schemes	Qualifying service details	After transfer	N/A	6 years after transfer or value taken	Securely Destroy	CIPD recommended	Best practice	Y		HR (Systems & Performance)	Chris Phillips	Confidential - Personal
16.6	Pension Schemes	Investment policies	End of benefits payable under policy	N/A	12 years	Securely Destroy	CIPD recommended	Best practice	Y		HR (Systems & Performance)	Chris Phillips	Confidential - Personal
16.7	Pension Schemes	Pensioner records	After benefits cease	N/A	12 years after benefits cease	Securely Destroy	CIPD recommended	Best practice	Y		HR (Systems & Performance)	Chris Phillips	Confidential - Personal
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	Y		HR (Systems & Performance)	Chris Phillips	Confidential - Personal
17. Human Resources - Personnel Records													
17.01	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	Y		HR (Employee Relations)	Helen Wood	Confidential - Personal

Document overview			Retention Schedule					Document management (optional)					
Reference	Function	Record type	Retention trigger	Minimum statutory retention period	Recommended retention period	Action at end of retention period	Retention source	Reason for retention	In Current Schedule?	Change to recommended retention?	Team Owner	Data Owner	Data Classification
17.02	Personnel Records	Benefits and Deductions (Service contracts for directors (companies))	Date of cessation of directorship	3 years	6 years	Review	ICSA	Best practice	Y		HR (Employee Relations)	Helen Wood	Confidential - Personal
17.03	Personnel Records	Remuneration package	Leaving date	N/A	6 years	Review	Limitations Act 1980 Limitation for legal proceedings	Legal compliance	Y		HR (Employee Relations)	Helen Wood	Confidential - Personal
17.04	Personnel Records	Former employees' Human Resources files	Leaving date	N/A	6 years	Securely Destroy	CIPD recommended	Best practice	Y		HR (Employee Relations)	Helen Wood	Confidential - Personal
17.05	Personnel Records	References to be provided for former employees	Leaving date	N/A	6 years	Securely Destroy	CIPD recommended	Best practice	Y	Previously, 20 years or until former employee reaches 65.	HR (Employee Relations)	Helen Wood	Confidential - Personal
17.06	Personnel Records	Training Programmes	Leaving date	N/A	6 years	Securely Destroy	CIPD recommended	Best practice	Y		HR (Learning and Development)	Kate Hunter	Confidential - Personal
17.07	Personnel Records	Individual training records	Leaving date	N/A	6 years	Securely Destroy	CIPD recommended	Best practice	Y		HR (Learning and Development)	Kate Hunter	Confidential - Personal
17.08	Personnel Records	Asbestos Training Records	Leaving date	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	N		HR (Learning and Development)	Kate Hunter	Confidential - Personal
17.09	Personnel Records	Short lists, interview notes and related application forms	Last Action	N/A	1 year	Securely Destroy	CIPD recommended	Best practice	Y		HR (Employee Relations)	Helen Wood	Confidential - Personal
17.10	Personnel Records	Application forms of non-short listed candidates	After notification	1 year	1 year	Securely Destroy	Limitations Act 1980 SDA & RRA recommend 3 months Commission for Racial Equality and Equal Opportunities recommends 6 months.	Legal compliance	Y		HR (Employee Relations)	Helen Wood	Confidential - Personal
17.11	Personnel Records	DBS certificate number	Date of clearance	Date of clearance + up to a maximum of 6 months	3 years	Review	DBS check code of practice (Home office)	Teign Housing hold only the certificate number but the system reminds HR to check again in 3 years.	Y	Previously 6 months	HR (Employee Relations)	Helen Wood	Confidential - Personal
17.12	Personnel Records	Time cards/ sheets	After audit	N/A	2 years	Securely Destroy	CIPD recommended	Best practice	Y		HR (Employee Relations)	Helen Wood	Confidential - Personal
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	Y		HR (Employee Relations)	Helen Wood	Confidential - Personal
17.14	Personnel Records	Employer/Employee committee minutes (Staff Forum)		N/A	Permanently	Securely Destroy	CIPD recommended	Best practice	Y		HR (Employee Relations)	Helen Wood	Confidential - Personal
17.15	Personnel Records	Parental leave records	Birth of child	N/A	18 years from birth of child	Securely Destroy	CIPD recommended	Best practice	N		HR (Employee Relations)	Helen Wood	Confidential - Personal
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	Y		HR (Employee Relations)	Helen Wood	Confidential - Personal
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	Y		Corporate Compliance	Rosemay Carter / Angela Rodway	Confidential - Personal
18.3	Health & Safety	Health and safety policy statements		Permanently	Permanently	Securely Destroy	Health and Safety at Work Act 1979	Legal compliance	Y		Corporate Compliance	Rosemay Carter / Angela Rodway	Confidential - Personal
18.4	Health & Safety	Accident records, reports, accident books	Date of occurrence	3 years	6 years after date of occurrence/entry	Securely Destroy	RIDDOR Limitation for legal proceedings RIDDOR 1995 and Limitation Act 1980 Special rules apply concerning incidents involving hazardous substances.	Legal compliance	Y		Corporate Compliance	Rosemay Carter / Angela Rodway	Confidential - Personal
18.5	Health & Safety	Sickness records	Date of occurrence	3 years	6 years from date of sickness	Securely Destroy	The Statutory Sick Pay (General) Regulations 1982 (SI 1982/894) as amended Professional Standards Agency	Legal compliance	Y		HR (Employee Relations)	Helen Wood	Confidential - Personal
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	Y		Corporate Compliance	Rosemay Carter / Angela Rodway	Confidential - Personal
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	Y		Asset Management	Malkit Sagoo	Confidential - Business
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	Y		Operations (East) & (West)	Jeff Plant & Catherine Cole	Confidential - Personal
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	Y		Operations Independent Living	Sue Heelas	Confidential - Personal
22. Resident Meetings													
22.1	Resident Meetings	Resident Meeting Minutes	From date of meeting	N/A	1 year	Securely Destroy	ICSA recommended	Best practice	Y		Operations (East) & (West)	Jeff Plant & Catherine Cole	Public
23. Property Sales													
23.1	Home Ownership	New Sales applications	Offer accepted	6 years after offer accepted	6 years	Securely Destroy	Limitation Act 1980, section 2	Best practice	N		Home Ownership	James Baker	Confidential - Personal
23.2	Property Sales	Registrations of interest	Sale of property	N/A	2 years	Securely Destroy		Best practice	N		Home Ownership	James Baker	Confidential - Personal
23.3	Property Sales	Offer Details	Offer accepted	current year plus 6 years	6 years	Securely Destroy	Estate Agency Act 1979	Legal compliance	N		Home Ownership	James Baker	Confidential - Personal
23.4	Property Sales	Completion documentation	Completion of Sale	12 years	12 years	Securely Destroy	Housing Act 1985	Best practice	N		Operations (Income)	Michael Bruce	Confidential - Personal
23.6	Property Sales	Post purchase questionnaire/ customer feedback	Date of creation	N/A	3 years	Review	National Archives guidance	Best practice	N		Operations (Income)	Michael Bruce	Confidential - Personal

Document overview			Retention Schedule					Document management (optional)					
Reference	Function	Record type	Retention trigger	Minimum statutory retention period	Recommended retention period	Action at end of retention period	Retention source	Reason for retention	In Current Schedule?	Change to recommended retention?	Team Owner	Data Owner	Data Classification
23.6	Property Sales	Help to Buy applications	Offer accepted	6 years after offer accepted	6 years	Securely Destroy	Limitation Act 1980, section 2	Best practice	N		Operations (Income)	Michael Bruce	Confidential - Personal
23.7	Property Sales	Resales (Shared Ownership)	Offer accepted	6 years after offer accepted	6 years	Securely Destroy	Limitation Act 1980, section 2	Best practice	N		Home Ownership	James Baker	Confidential - Personal
23.8	Property Sales	Staircasing process documents	Completion of Sale	12 years	12 years	Securely Destroy	Housing Act 1985	Best practice	N		Home Ownership	James Baker	Confidential - Personal
23.9	Property Sales	Right to Buy/ Acquire files	Completion of Sale	12 years	12 years	Securely Destroy	Housing Act 1985	Best practice	N		Operations (Income)	Michael Bruce	Confidential - Personal
23. Finance - Treasury													
24.1	Treasury	Certificate of Title	Loan agreement ent	n/a	Period of loan	Securely destroy		Referral	N		Finance (Treasury)	Ben Colyer	Confidential - Business
24.3	Treasury	Security Trust Deed	Loan agreement ent	n/a	Period of loan	Securely destroy		Referral	N		Finance (Treasury)	Ben Colyer	Confidential - Business
24.1	Treasury	Property valuation	Loan agreement ent	n/a	5 Years	Securely destroy		Referral	N		Finance (Treasury)	Ben Colyer	Confidential - Business

Drop Down Lists

Data Classification

Internal - Personal
Internal - Business
Confidential - Personal
Confidential - Business
Public

Storage format

Hard Copy
Electronic
Both

Action at end of retention period

Securely Destroy
Review
Offer to Archives

Trigger Events for Retention Period

Board / Committee Meeting Date

Contract - Tender Closing Date

Contract - Start Date

Contract- End Date

Contract - Extension Date

Email - Date Received

Employee - Start Date

Employee - End Date

Employee - Disciplinary Date

Employee - Training Date

Employee - Health Policy End Date

Employee - Pension Benefit Start Date

Employee - Pension Benefit End Date

Employee - Job Interview Date

Employee - Birth of Child

Employee - Accident At Work Date

Employee - Sickness Date

Financial Year - End

H&S Notice - Compliance Date

Miscellaneous - File Creation Date

Not Applicable

Telephone Call - Date Made

Tenancy_Lease - Start Date

Tenancy_Lease - End Date

Trade Union Agreement - Start Date

Trade Union Agreement - End Date

Retention Label

Permanently

6 months

12 months

18 months

2 years

3 years

4 years

5 years

6 years

7 years

8 years

9 years

10 years

11 years

12 years

13 years

14 years

15 years

16 years

17 years

18 years

19 years

20 years

25 years

40 Years