

DOCUMENT RETENTION POLICY & PROCEDURE

Updated: 1st April 2011
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POLICY STATEMENT

ELCAP must ensure that company records are kept securely as required by law and best practice.

Company records which are no longer required will be disposed of in a secure way and on a regular basis.

PROCEDURE

ELCAP must ensure that all company records are securely stored. A table of the documents, required retention period and the person responsible is attached. If it is not clear how long to keep a record from this table, then consult the Assistant Director (Corporate Services).

It is also important to dispose of records which are no longer required. This will free up space and ensure easier access to current paperwork. Records should be shredded to ensure that confidentiality is not breached.

Storage of documents

All documents should be kept in a secure location and clearly marked in a proscribed order. This will ensure easy access but also facilitate the removal of documents no longer required.

Destruction of documents

Documents should be shredded to ensure that all personal information remains confidential.

Responsible persons

Each year a memo will be circulated by the Assistant Director (Corporate Services) or Assistant Director (Operations) to all Managers. It will be the responsibility of these Managers to review their files and dispose of any documents no longer required.

ELCAP DOCUMENTS

DOCUMENT TYPE	REQUIRED RETENTION PERIOD	PERSON RESPONSIBLE
Incident reports	3 yrs + current year	Asst. Director
Wage/salary records (also overtime, bonuses, expenses)	6 yrs + current year	Payroll Administrator
Income Tax and NI returns, Income tax records and correspondence with Inland Revenue	As per payroll	Payroll Administrator
Records relating to events notifiable under the Retirement Benefits Schemes (Information Powers) Regulations 1995, records concerning decisions to allow retirement due to incapacity, pension accounts and associated documents	6 yrs from the end of the scheme year in which <ul style="list-style-type: none"> • The event took place • The date upon which accounts/reports were signed/completed 	HR Manager
Statutory Maternity Pay records, calculations, certificates (Mat B1s) or other medical evidence	As per payroll	Payroll Administrator
Statutory Sick Pay records, calculations, certificates, self-certificates	As per payroll	Payroll Administrator
EMPLOYEE RECORDS		
Job applications – unsuccessful	7 months	Admin Secretary
Training records	6 years	Training Administrator
Staff Personnel records	Permanently	Admin Secretary
Expense claims	6 years	Payroll Administrator
JCC Constitution & any labour agreements	10 years after ceasing to be effective	HR Manager
JCC meeting minutes	12 years	HR Manager
PENSION RECORDS		
Pension correspondence including copy of personal scheme investment policies & valuations	Permanently	Payroll Administrator
Contribution records	6 years as per payroll	Payroll Administrator

SERVICE USER RECORDS IN FINANCE	REQUIRED RETENTION PERIOD	PERSON RESPONSIBLE
Contract with purchasing authority or family	2 years after expiry	Finance Officer
PURCHASE INVOICES AND SUPPLIER DOCUMENTATION		
Purchase invoices, house budget returns & petty cash records	6 years + current year	Finance Officer
Purchase ledger transactions	6 years + current year	Finance Officer
Invoice – capital item excl property	10 years	Finance Officer
Invoice on property & successful quotations for capital expenditure on property (in fixed asset file)	Permanently	Finance Officer
INCOME		
Sales invoices	6 years + current year	Finance Officer
Sales ledger transactions	6 years + current year	Finance Officer
Cash book vouchers (source documents for misc income)	6 years + current year	Finance Officer
Schedule to Service agreements re Short Stay (Midlothian)	1 year + current year	Finance Officer
BANK		
Cheque book stubs, bank giro stubs & paid cheques/giros	Current year	Finance Officer
Bank statements and instructions to bank	6 years + current year	Finance Officer
Bank reconciliation's	6 years + current year	Finance Officer
Correspondence re donations	3 years + current year	Finance Officer

OTHER DOCUMENTS	REQUIRED RETENTION PERIOD	PERSON RESPONSIBLE
Investment certificates & ledger	Indefinitely	Financial Accountant
Fixed assets register	Indefinitely	Financial Accountant
Agreements: Leases Rental and HP Licensing agreements Indemnities and guarantees Loan agreements Other contracts and agreements	Under seal – 12 years after expiry Other – 6 years after expiry	Assistant Director (Corporate Services)
MANAGEMENT ACCOUNTS		
Monthly Management Accounts	6 years + current year	Financial Accountant
Statutory Accounts	Indefinitely	Assistant Director (Corporate Services)
Nominal ledger transactions	6 years + current year	Financial Accountant
PROPERTY		
Deeds of Title	Permanently or until property disposed of	Lawyer
Leases	12 years after lease has terminated and all grants e.g. dilapidation are settled	Admin Secretary
INSURANCE		
Claims correspondence	3 years after settlement	Finance Manager
Insurance policy & related schedules	7 years	Financial Accountant
Public liability policies	Permanently	Financial Accountant

INCORPORATION DOCUMENTS STATUTORY RETURNS, RECORDS AND REGISTERS	REQUIRED RETENTION PERIOD	PERSON RESPONSIBLE
Product liability policies	Permanently	Financial Accountant
Employers liability policies	Permanently	Financial Accountant
All certificates of incorporation	Permanently	Director
Notices, circulars and board minutes	Permanently	Director
All registers e.g. directors and documents sealed	Permanently	Director
CONTRACTUAL & TRUST AGREEMENTS		
Contracts under seal	12 years after expiry	Director
Other contracts	6 years after expiry	Director
Trust deeds (original copy)	Permanently	Director
Trustee minutes	Permanently	Director
STAFF TEAM RECORDS		
Holiday forms	1 year	Manager
Rotas (Christmas/New Year period)	1 year	Manager
Supervision & Appraisal records	Whilst employed	Manager
Team meeting minutes	1 year	Manager