

## Appendix 1 – Record Retention Schedule

Category	Retention Period	Reason	Detail
<b>CORPORATE DOCUMENTS</b>			
Minutes of Committees or Board Meetings (Official Copy)	10 years	Legal	Companies Act 2006 - Sec 248
Written resolutions of the Board	10 years from the date of the resolution	Legal	Companies Act 2006 - Sec 355
Minutes of general and class meetings	10 years from the date of the meeting	Legal	Companies Act 2006 - Sec 355
Notices of general and class meetings (signed copy)	10 years from the date of the meeting	Legal	Companies Act 2006 - Sec 355
Certificate of Incorporation	Review after 30 years	Legal	No statutory retention period.
Certificate to commence business (plc. only)	Review after 30 years	Legal	No statutory retention period.
Printed copies of resolutions filed at Companies House	Min 10 years	Legal	Companies Act 2006 - Sec 355
Company Registers (including, but not limited to, register of directors and secretaries, register of directors' interests in shares and debentures, register of directors' declarations of interest, register of charges, register of members)	Review after 30 years	Legal	Companies Act 2006 - Sec 113
Company Organisation Papers (if significant)	Review after 30 years	Commercial	No statutory retention period.
Memorandum of Association	Review after 30 years	Legal	No statutory retention period.
Articles of Association	Review after 30 years)	Legal	No statutory retention period.
Annual Return	3 years	Legal	Companies Act 2006 - Sec 388(4)(a)(b)
Change of Name	Review after 30 years	Legal	No statutory retention period - results in new Certificate of Incorporation.
Contract for purchase of own shares	10 years from date of purchase	Legal	Companies Act 2006 - Sec 702
Annual Reports and Accounts	Archive one copy – at least one copy should be kept for the life of the organisation	Legal	3 years private company / 6 years public limited company according to the Companies Act 1985 Section 221 as modified by the Companies Act 1989 and the Companies Act 2006
Circulars to Shareholders	Retain one master copy of each, Review after 30 years	Commercial	No statutory retention period.
Forms of share application, forms of acceptance, renounced letters of acceptance and allotment, renounced share certificates	Minimum of 12 years (recommended)	Legal	No statutory retention period.

Annual Meeting Proxy and Polling Cards	1 months after meeting if no poll demanded, 1 year if poll is demanded or meeting convened by court	Commercial	No statutory retention period.
Share and stock transfer forms	12 years after transfer (recommended)	Legal	No statutory retention period.
Trade and Service Marks Documents	7 years after cessation of registration	Legal	No statutory retention period.
Copyright Protection	50 years after author's death (recommended)	Copyright Act	No statutory retention period.
<b>FINANCIAL: ACCOUNTING RECORDS</b>			
Cheques	6 +1 years	Legal	Companies Act 2006 - Sec 388
Invoices	6 +1 years	Legal	Companies Act 2006 - Sec 388
Invoices (Capital)	10 years	Commercial	Companies Act 2006
Purchase Orders	4 years	Audit	No statutory retention period.
Quotations (Capital)	12 years	Audit	No statutory retention period.
Quotations (Revenue)	7 years	Audit	No statutory retention period.
Customs & Excise Returns	6 +1 years	Legal	<a href="https://www.gov.uk/guidance/archiving-your-trade-documents#archiving-your-vat-and-excise-documents">https://www.gov.uk/guidance/archiving-your-trade-documents#archiving-your-vat-and-excise-documents</a>
Expense Claims	6 years	Legal	Taxes Management Act 1970
Redundancy Payments	6 years after employment ceased	Legal	Data Protection Act
Accounts	3 years from date on which made (Private Company) 6 years from date on which made (Public Company)	Legal	Companies Act 2006 - Sec 388(4)(a)(b)
Bank Instruction	6 years after ceasing to be effective	Legal	Companies Act 2006 - Sec 388
VAT records	6 +1 years	Legal	VAT Act 1994 - Schedule 11 Sec 6
<b>FINANCIAL: CASH RECORDS</b>			
Bank Paying In Counterfoils	6 +1 years	Legal	Companies Act 2006 - Sec 388
Bank Statements	6 +1 years	Legal	Companies Act 2006 - Sec 388
Bank Reconciliation	6 +1 years	Legal	Companies Act 2006 - Sec 388
Banking Returns	6 +1 years	Legal	Companies Act 2006 - Sec 388
Petty Cash Records	6 +1 years	Legal	Companies Act 2006 - Sec 388

Main Cash Book	6 +1 years	Legal	Companies Act 2006 - Sec 388
<b>FINANCIAL: LOAN RECORDS</b>			
Debtor Accounts Control Report	6 +1 years	Legal	
Individual Debtor Accounts	6 +1 years after clearance of debt	Legal	
Listing of Wage Deductions	6 years	Audit	Taxes Management Act 1970
Statement of Loan Account	6 +1 years	Commercial	
<b>HEALTH AND SAFETY</b>			
Accident Books	3 years from date of each entry	Legal	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
Equipment Inspection Records	Until the next Inspection report is recorded.	Legal	The Provision and Use of Work Equipment Regulations 1998
Asbestos Register and Asbestos Disposal Certificate	Review after 50 years	Legal	Control of Asbestos at Work Regulations 2012
Control of Substances Hazardous to Health (COSHH) – list of employees exposed to group 3 and 4 biological agents	40 years	Legal	<a href="http://www.hse.gov.uk/coshh/">http://www.hse.gov.uk/coshh/</a>
Risk Assessments	Until superceded by updated assessment.	Legal	The Management of Health and Safety at Work Regulations 1999
Safe Systems of Work	1 year	Commercial	
Health and Safety policy	Review after 30 years	Commercial	Implied by Health and Safety at Work Act 1974 - Sec 2(3)
Assessment of risks under health and safety regulations (including routine assessment monitoring and maintenance records for aspects in workplace such as air quality, levels of pollution, noise level, use of hazardous substances etc.)	Until revised (statutory) Review after 30 years (old and current copies) (recommended)	Commercial	Management of Health & Safety at Work Regulations 1992 - Sec 1 (1992/2051)
<b>HUMAN RESOURCES</b>			
Personnel Records (including Directors' contracts)	7 years after employment ceases	Legal	No statutory retention period.
Employment contract, including personnel and training records, written particulars of employment, changes to terms and conditions.	6 years after employment ceases	Commercial	Limitation Act 1980 (Sec 5) and Data Protection Act 1998
Senior Executive Records	Review after 30 years	Commercial	No statutory retention period.
Consents for the processing of personal and sensitive data	For as long as the data is processed and held in respect of a living individual	Legal	Data Protection Act 1998
Staff Appraisals	6 years after employment ceases	Commercial	Limitation Act 1980 (Sec 5) and Data Protection Act 1998
Consolidated Sickness Records showing dates and causes of sick leave	6 years after employment ceases	Commercial	Limitation Act 1980 (Sec 5) and Data Protection

			Act 1998
Vacancies and Applications (Unsuccessful)	1 year after notifying unsuccessful candidates	Commercial	Disability Discrimination Act 1995 and Race Relations Act 1976 recommend six months. One year limitation for defamation actions under Limitations Act
Disciplinary	6 years after employment ceases (recommended)	Commercial	Data Protection Act 1998
Leave (Adoption, Annual, Flexi, Sick, Special, Time Off in Lieu)	3 years after tax year end in which period ends	Commercial	The Statutory Maternity Pay (General) and Statutory Sick Pay (General) (Amendment) Regulations 2005. This is outlined in Sick Pay Guide (HMRC)
Group Health/Accident Policies	12 years after benefit ends	Legal	Limitation Act 1980
Early Retirement/Redundancy Documents	6 years after date of retirement/redundancy	Legal	The Retirement Benefits Schemes (Information Powers) Regulations 1995
Travel and subsistence claims and authorisations	6 years	Commercial	Implied in Taxes Management Act 1970 - Part IV (34)
Working time opt out forms	2 years after the opt-out has been rescinded or has ceased to apply	Legal	The Working Time Regulations 1998 (SI 1998/1833)
Records to show compliance with Working Time Regulations 1998 including time sheets for opted out workers	3 years	Legal	3 years after pay reference period end following period that records cover   HM Revenue & Customs Guide
<b>INSURANCE</b>			
Public/Employers/Product Liability/PI	40 years	Commercial	Employers' Liability (Compulsory Insurance) Regulations 1998
Claims correspondence	3 years after settlement	Commercial	Data Protection Act 1998
Settlements	7 years after claim	Legal	
Insurance Schedules	10 years	Commercial	
<b>LEGAL</b>			
Contracts/Agreements	6 years after expiry/termination	Legal	Limitation Act 1980 - Sec 5
Contracts executed as a deed	12 years after expiry/termination	Legal	Limitation Act 1980
Standard terms and conditions	7 years after expiry	Legal	-
Tenders	6 years	Commercial	
Trade Marks	7 years from date of termination	Commercial	<a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data">https://www.gov.uk/government/uploads/system/uploads/attachment_data</a>

			<a href="a/file/581672/PDTMD-Retention-and-Disposal-Policy.pdf">a/file/581672/PDTMD-Retention-and-Disposal-Policy.pdf</a>
Lease (signed copies)	15 years after expiry of lease	Legal	Limitation Act 1980
Landlord's consents	15 years after surrender, expiry or termination of lease or memoranda of terms	Legal	
Planning Permission	3 years after property interest ceased	Legal	Town and Country Planning Act 1990
Contracts relating to building, building maintenance, repairs etc	13 years	Legal	Data Protection Act 1998
<b>COMPLIANCE</b>			
PA Dealing Records	7 years	Legal & Regulatory	FCA SYSC 9.1
Insider Lists and external (market sounding) insider lists	7 years	Legal & Regulatory	FCA SYSC 9.1 - Disclosure Guidance and Transparency Rules sourcebook Chapter 2 5 year minimum
Bloomberg and internal chat data, e-mails	7 years	Legal & Regulatory	FCA SYSC 9.1
STOR/Near Misses/RO	7 years after submission/investigation closes	Legal & Regulatory	FCA SYSC 9.1
SAR records	7 years after submission/investigation closes	Legal & Regulatory	Money Laundering Regulations 2007 (5 years). No statute of limitations in UK for indictable offences
<b>CUSTOMER KYC RECORDS</b>			
Client Due Diligence and any investigation material	7 years after termination of the client relationship or end of the investigation	Legal & Regulatory	Money Laundering Regulations 2007 (5 years). No statute of limitations in UK for indictable offences
Client files and all related information	7 years after termination of the client relationship	Legal & Regulatory	Money Laundering Regulations 2007 (5 years). No statute of limitations in UK for indictable offences
<b>PENSIONS</b>			
Trust Deeds and Rules	Review after 70 years	Legal	Companies Act 2006, Pensions Act 2014
Pension Payments	6 years after last payment of benefits	Legal	Taxes Management Act 1970
Members' Records	6 years	Audit	<a href="http://www.thepensionsregulator.gov.uk/docs/detailed-guidance-9.pdf">http://www.thepensionsregulator.gov.uk/docs/detailed-guidance-9.pdf</a>
Valuation Working Papers	Review every 10 years	Audit	
Actuarial Certificates	Review after 70 years	Audit	Companies Act 2006
Superannuation Adjustments	Current plus 6 years	Legal	Pensions Act 1995

Superannuation Reports	Current plus 6 years	Legal	Pensions Act 1995
Minutes of meetings of trustees	Life of the scheme	Legal	
<b>SALARY AND WAGES</b>			
Tax Forms P6/P45/P46/P48/P11/P11D/P9D/P35/P60	6 years	Legal	Taxes Management Act 1970
Payroll and Salary Records	6 years from year end	Legal	Taxes Management Act 1970
NI Contributions	3 years after the end of the tax year to which they relate	Legal	3 years after the end of the tax year to which they relate
Monthly Superannuation	6 years +1	Legal	Pensions Act 1995
Annual Superannuation	6 years +1	Legal	Pensions Act 1996
Annual Earnings Summary	6 years +1	Legal	
PAYE records	3 years after the end of the tax year to which they relate	Legal	Income Tax (PAYE) Regulations 2003 (SI 2003/2682) - Regulation 97
Maternity pay records and certificates required to be kept by employer under the Statutory Maternity Pay (General) Regulations 1986, reg 26.	3 years after the end of the tax year in which the maternity pay period ends	Legal	The Maternity Allowance and Statutory Maternity Pay Regulations 1994
<b>SALES RECORDS</b>			
Customer Orders	6 years if VAT related	Commercial	VAT Act 1994
Customer Complaints	2 months after folder closure	Commercial	Data Protection Act 1998, Freedom of information Act, Environmental Information Regulations and Privacy and Electronic Communications Regulations
Nominal ledgers	6 years	Legal	<a href="https://ico.org.uk/media/about-the-ico/policies-and-procedures/1904/ico-retention-schedule.pdf">https://ico.org.uk/media/about-the-ico/policies-and-procedures/1904/ico-retention-schedule.pdf</a>
Sales ledger	10 years	Legal	Companies Act 2006, HMRC
Sales Invoices/Credit Notes	6 years	Legal	Companies Act 2006
Customer file	6 years after last entry	Legal	HM Revenue and Customs (HMRC)
<b>MISCELLANEOUS</b>			
Customer deposits under escrow agreement	In accordance with the terms of the relevant escrow agreement	Legal	No statutory retention period
Requests to be removed from marketing lists and exception lists	Until person has been removed	Legal	Implied by Data Protection Act 1998