


# Document Retention Schedule

DataSolutions

from  Group

## Company Records (Including Share Registration)

	Record description	Retention period
>	Certificate of incorporation	Permanently
>	Certificate of commence business (if any)	Permanently
>	Certificate of company change name	Permanently
>	Board minutes (signed copy)	Permanently
>	Written resolutions of board	Permanently
>	Minutes books	Permanently
>	Board committee minutes (signed copy)	Permanently
>	Minutes of general & class meetings	Permanently
>	Report & Accounts (signed copy)	Permanently
>	Interim reports & accounts	Permanently
>	Circulars to shareholders (master copy)	Permanently
>	Notice of general & class meetings (signed copy)	Permanently
>	Resolution passed at above meetings (printed copy)	Permanently
>	Memorandum & articles of association (signed copy)	Permanently
>	Memorandum & articles of association (current)	Permanently
>	Register of sealed documents	Permanently
>	Proxy form/polling cards	1 month after meeting if no poll demanded. 1 yr after meeting if poll demanded
>	Proxy forms used at meetings convened by court	1 yr after meeting or at direction of court
>	Register of directors & secretaries (original)	Permanently
>	Directors service contracts	6 yrs after employment ceases
>	Register of directors' interests in share & debentures	Permanently
>	Register of interests in voting shares	Permanently
>	Register of charges	Permanently
>	Register of members	Permanently
>	Register of debenture or loan stock holders	6 yrs after stock redemption & permanent microfilmed record
>	Forms of share and debenture application (originals)	12 years from share issue & permanent microfilmed records
>	Forms of acceptance & transfer	12 years from actioned date & permanent microfilmed records
>	Renounced letters of acceptance & allotment	12 years from renunciation & permanent microfilmed records
>	Renounced share certificates	12 years from renunciation & permanent microfilmed records



## Record description

## Retention period

> Fully paid acceptance & allotment letters exchanged for a certificate	1 yr after ceasing to be valid
> Share and stock transfer forms	12 years after transfer & permanent microfilmed records
> Requests for designating accounts	12 years after issue & permanent microfilmed records
> Letters of request	12 years after request & permanent microfilmed records
> Returns of allotments	Permanently
> Redemption discharge forms or endorsed certificates	12 years after date of redemption & permanent microfilmed records
> Forms of conversion	6 yrs after date of conversion & permanent microfilmed record
> Signed forms of nomination	12 yrs & permanent microfilm record
> Letters of indemnity for lost certificates	Permanently
> Annual return (1 copy) (excluding list of members)	Permanently
> Stop notices & other court orders	12 yrs & permanent microfilmed record
> Powers of attorney (copy)	12 yrs & permanent microfilmed record
> Dividend & interest payments lists (before disposal an extract of outstanding warrants should be made)	Until annual audit, following payment, is complete
> Paid dividends & interest warrants	6 yrs after date of payments
> Dividend & interest mandates	Originals until 3 years after validity ceases
> Cancelled share/stock certificates	1 yr from date of registration of transfer
> Notification of change of address (shareholders)	3 yrs
> Trust deeds securing issue of debentures or loan stock (original & copy)	Permanently

## Intellectual Property Records



## Record description

## Retention period

> Document evidencing assignment of trade/service marks	6 yrs after cessation registration
> Certificates of registration of trade/service marks	6 yrs after cessation of registration
> Intellectual property agreement & licences	6 or 12 yrs after expiry
> Materials for which copyright protection is claimed: Literary, dramatic & musical works artistic works, recording, films, photos & broadcasting	Life in being +50 yrs 50yrs

## Agreement & other related correspondence



### Record description

### Retention period

- |  |                     |
|--|---------------------|
| > All contracts with: customers, suppliers, agents | 10 yrs after expiry |
| > Licensing agreements                             | 10 yrs after expiry |
| > Rental & hire-purchase                           | 10 yrs after expiry |
| > Indemnities & guarantees                         | 10 yrs after expiry |
| > Any other agreements or contacts                 | 10 yrs after expiry |

## Property documents



### Record description

### Retention period

- |  |  |
|--|--|
| > Deeds of title                       | Until sold or transferred  |
| > Leases                               | 12 yrs after termination & any terminal queries have been settled (e.g. dilapidations) |
| > Agreements with architects, builders | 6 yrs after completion   |
| > Patents and trade mark records       | Life of company  |
| > Reports and opinions                 | 10 yrs after last correspondence   |

## Charitable & Political donations



### Record description

### Retention period

- |   |                            |
|---|----------------------------|
| > Deeds of covenant (Donee)                                   | 12 yrs after final payment |
| > Documents evidencing entries in accounts Re donations       | 6rs                        |
| > Legacies & donations  | 7 yrs                      |
| > Correspondence concerning refused donations                 | 3 months                   |
| > Correspondence concerning granted (non covenanted) donation | 1yr                        |

# Banking Records (including Giro)



## Record description

## Retention period

> Cheques, bills of exchange & other negotiable instruments	6 yrs
> Paying-in counterfoils	6 yrs
> Bank statements & reconciliations	6 yrs
> Foreign exchange rates	15 yrs
> Instructions to banks	6 yrs after ceasing to be effective

# Pension Records

Where pension schemes are not self administered but insured with an insurance company, there may be no practical need for a company to hold copies of documents already in the possession of the insurance company.



## Record description

## Retention period

> All trust deeds & rules	Permanently or, if merged with another fund, 12 yrs after merging
> Trustees' minute books	Permanently or, if merged with another fund, 12 yrs after merging
> Accounts & supporting documents	6 yrs from date accounts signed
> Inland Revenue	Permanently or, if merged with another fund, 12 yrs after merging
> Actuarial valuation reports	Permanently or, if merged with another fund, 12 yrs after merging
> Records of pensioners	12 yrs after benefit ceases
> Records of ex-pensioners	Permanently or if merged with another fund, 12 yrs after merging
> Pension quotes to members	1 yr after audit, as long as final quote is equal to pension paid
> Money purchase details	6 yrs after transfer or value taken
> Pension scheme investment policies	12 yrs after final cessation of any benefit payable under the policy
> Individual life policies under 'top hat' schemes	12 yrs after settlement of claim or final cessation of benefit
> Group health policies	12 yrs after cessation of benefit
> Group personal accident policies	12 yrs after cessation of benefit
> Documents relating to events Specified in RBS (IP) 1995, regs 6,8,10 & 11	6 yrs after yr in which event occurred
> Documents relating to decision to allow retirement due to incapacity	6 yrs from end of scheme yr in which benefits began
> Documents relating to events Specified in RBS (IP) 1995, regs 15(4)	6 yrs from end of scheme yr in which event occurred

## Insurance Records



### Record description

### Retention period

> Public liability policies	Permanently
> Product liability	Permanently
> Employers' liability policies	Permanently
> Insurance schedules	7 yrs
> Group Health policies	12 yrs after cessation of benefit
> Group personal accident policies	12 yrs after cessation of benefit
> Personal claims	7 yrs from date of claim
> Other policies	Until claims under policy are barred

## Accounting & Tax Records



### Record description

### Retention period

> To comply with the Companies Act 1985 (This includes all Subsidiary records to support annual accounts)	PLC – 6 yrs after audit Ltd – 3 yrs
> Budgets & Periodic internal financial reports e.g. to board (master)	2 yrs
> Taxation returns and records	10 yrs
> VAT records	6 yrs
> Income Tax & NI returns, including correspondence with Tax office	3 yrs after end of FY to which records relate
> Income & expenditure	7 yrs
> Statutory accounts	12 yrs

## Contractual & Trust Agreements



### Record description

### Retention period

> Contracts under seal	12 yrs after expiry
> Other contracts	6 yrs after expiry
> Trust Deeds (original & copy)	Permanently

# Employee Records



## Record description

## Retention period

<ul style="list-style-type: none"> <li>&gt; Patent agreements &amp; secrecy agreements with staff</li> <li>&gt; Job application &amp; interview notes</li> </ul>	<ul style="list-style-type: none"> <li>20 yrs after employment ceases</li> <li>3 months after notifying unsuccessful candidates</li> </ul>
<ul style="list-style-type: none"> <li>&gt; List of attendees at courses</li> <li>&gt; Personnel &amp; training records (including disciplinary &amp; grievance hearing notes)</li> </ul>	<ul style="list-style-type: none"> <li>6 yrs after each course</li> <li>6 yrs after employment ceases; could be longer with agreement of individual</li> </ul>
<ul style="list-style-type: none"> <li>&gt; Appointments &amp; staff appraisal records</li> <li>&gt; Redundancy records</li> </ul>	<ul style="list-style-type: none"> <li>5 yrs</li> <li>12 yrs from date of redundancy</li> </ul>
<ul style="list-style-type: none"> <li>&gt; Senior executive records</li> <li>&gt; Student records, including Academic achievements &amp; conduct</li> </ul>	<ul style="list-style-type: none"> <li>Permanently</li> <li>6 yrs from date left university or 10 yrs for personal &amp; academic</li> </ul>
<ul style="list-style-type: none"> <li>&gt; Contact details kept on personal files.</li> <li>&gt; Personal information of any sort on the web page or site</li> </ul>	<ul style="list-style-type: none"> <li>Until it is apparent the person is no longer at the named location.</li> <li>No longer than the period specifically agreed with the individual</li> </ul>
<ul style="list-style-type: none"> <li>&gt; Payroll &amp; wage records (including overtime, bonuses and expenses)</li> <li>&gt; Details of benefits in kind</li> </ul>	<ul style="list-style-type: none"> <li>6 yrs</li> <li>6 yrs</li> </ul>
<ul style="list-style-type: none"> <li>&gt; Labour agreements</li> <li>&gt; Statutory maternity pay records &amp; calculations</li> </ul>	<ul style="list-style-type: none"> <li>10 yrs after ceasing to be effective</li> <li>3 yrs after end of FY to which records relate</li> </ul>
<ul style="list-style-type: none"> <li>&gt; Works council minutes</li> <li>&gt; Time cards</li> </ul>	<ul style="list-style-type: none"> <li>Permanent</li> <li>2 yrs</li> </ul>
<ul style="list-style-type: none"> <li>&gt; Income Tax records (e.g. P45, P60, P58, P48 etc)</li> <li>&gt; Annual return of taxable pay &amp; tax paid</li> </ul>	<ul style="list-style-type: none"> <li>6 yrs</li> <li>6 yrs</li> </ul>

# Health & Safety Records



## Record description

## Retention period

<ul style="list-style-type: none"> <li>&gt; Record of consultations with safety representative &amp; committee</li> <li>&gt; Training records relating to safety at work</li> </ul>	<ul style="list-style-type: none"> <li>Permanently</li> <li>Permanently</li> </ul>
<ul style="list-style-type: none"> <li>&gt; Assessments under Health &amp; Safety regulations</li> <li>&gt; Records of reportable accidents/accident book</li> </ul>	<ul style="list-style-type: none"> <li>Until revised</li> <li>3 yrs from last date of entry</li> </ul>
<ul style="list-style-type: none"> <li>&gt; Occupational Health records</li> <li>&gt; Occupation Health records where termination of employment is due to health reasons, including stress-related illness incident</li> </ul>	<ul style="list-style-type: none"> <li>During employment</li> <li>40 yrs from date of last</li> </ul>
<ul style="list-style-type: none"> <li>&gt; Records of assessments, maintenance, air monitoring, medical surveillance &amp; biological tests</li> </ul>	<ul style="list-style-type: none"> <li>2 yrs from date of last entry</li> </ul>

## Health & Safety Records cont ...



### Record description

### Retention period

- |  |                                   |
|--|-----------------------------------|
| > Radiation accident assessment  | 50 yrs                            |
| > Radiation dosage   | 2 yrs from end of calendar yr     |
| > Under control of Lead at Work regulations  | 2 yrs from date of last entry     |
| > Under control of Asbestos at Work Regulations  | 40 yrs (50 yrs business practice) |
| > Under COSHH regulations  | 40 yrs                            |
| > Classification data under Chemicals (Hazard Information & Packaging for supply) Regulations 1994 | 3 yrs                             |

## Shipping Documents



### Record description

### Retention period

- |                      |                                |
|----------------------|--------------------------------|
| > Outwards & Inwards | 6 yrs after shipment completed |
| > Customs & excise   | 5 yrs from date                |

## Transport Records



### Record description

### Retention period

- |                               |   |
|-------------------------------|---|
| > Drivers' log books          | 5 yrs after completion                                  |
| > Vehicle mileage records     | 2 yrs after vehicle disposed of unless liability claims |
| > Vehicle maintenance records | 2 yrs after vehicle disposed of unless liability claims |
| > MOT records                 | 2 yrs after vehicle disposed of unless liability claims |
| > Registration records        | 2 yrs after vehicle disposed of unless liability claims |

# Technical & Research

(Organisations are advised to select their own retention period, based on experience and current best practice within their field of expertise.)



## Record description

## Retention period

- |   |                               |
|---|-------------------------------|
| > Oil industry – seismic & technical reports                          | Life of company or until sold |
| > Construction industry – drawings & all technical surveys            | Life of company               |
| > Pharmaceutical industry –<br>Test results products before marketing | Life of company               |