**Appendix 1: Document retention schedule – Soundcheck Rock and Metal Bars Ltd**

**Employment records**

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| --- | --- | --- | --- | --- |
| **Type of record** | **Retention period** | **Where is it stored?** | **Reason** | **Method of deletion** |
| PAYE records | 3 years from end of fiscal year | Accountancy Software | Legal | Deletion from application |
| Maternity and paternity pay records | 3 years from end of fiscal year | Accountancy Software | Legal | Deletion from application |
| Medical and health records | 30 years after employment ceases | Local Drives | Legal | Permanent deletion from local drive |
| Unsuccessful candidates | 6 months after last action | Local Drives | Legal | Permanent deletion from local drive |
| Accident report forms | 3 years after last action | Hard Copy/Local Drives | Legal | Permanent deletion from local drive – shred hard copies |
| Parental leave records | 5 years from birth of child | Accountancy Software | Legal | Deletion from application |
| Employment records: redundancy, equal opportunities; health & welfare records | 6 years after last action | Hard Copy/Local Drives | Legal | Permanent deletion from local drive – shred hard copies |
| Employees that left the business: emergency contacts and bank account details | Delete immediately after making final salary payment | Accountancy Software | Legal | Deletion from application |
| Pay & tax: pay deductions, tax forms, payroll, loans | 6 years after last action | Accountancy Software | Legal | Deletion from application |
| Records of formal disciplinary actions in employee file | 6 years after last action | Hard Copy/Local Drives | Employment contract | Permanent deletion from local drive – shred hard copies |
| Records of formal grievances in employee file | 6 years after last action | Hard Copy/Local Drives | Employment contract | Permanent deletion from local drive – shred hard copies |

**Commercial contracts:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of record** | **Retention period** | **Where is it stored?** | **Reason** | **Method of deletion** |
| Contracts with suppliers | 6 years after last action | Hard Copy/Local Drives | Auditing | Permanent deletion from local drive – shred hard copies |
| Contracts signed as a deed | 12 years after last action | Hard Copy/Local Drives | Auditing | Permanent deletion from local drive – shred hard copies |
| Guarantees and indemnities | The term of the guarantee plus 6 years | Hard Copy/Local Drives | Auditing | Permanent deletion from local drive – shred hard copies |
| Purchase orders and invoices | 7 years after last action | Hard Copy/Local Drives | Auditing | Permanent deletion from local drive – shred hard copies |

**Marketing records:**

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| --- | --- | --- | --- | --- |
| **Type of record** | **Retention period** | **Where is it stored?** | **Reason** | **Method of deletion** |
| Mailing lists | 1 year after last action | Mailing App | Auditing | Deletion from application |

**Tax and Accounting Records:**

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| --- | --- | --- | --- | --- |
| **Type of record** | **Retention period** | **Where is it stored?** | **Reason** | **Method of deletion** |
| Tax returns | 10 years from end of fiscal year | Accountancy Software | Auditing | Deletion from application |
| Accounting & financial management information | 6 years from end of fiscal year | Accountancy Software | Auditing | Deletion from application |
| Stock transfer forms and share certificates | 20 years from purchase | Local Drives | Auditing | Permanent deletion from local drive |

**Operational records:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of record** | **Retention period** | **Where is it stored?** | **Reason** | **Method of deletion** |
| Closed circuit television recordings | Destroy 4 weeks from the date recorded except where required as evidence | Local Drives | Risk Management | Permanent deletion from local drive |
| Fire Risk Assessments | Retain until superseded | Hard Copy/Local Drives | Risk Management | Permanent deletion from local drive – shred hard copies |
| Policies/Procedures | 7 years | Hard Copy/Local Drives | Risk Management | Permanent deletion from local drive – shred hard copies |
| Complaints | 6 years from end of fiscal year | Local Drives | Risk Management | Permanent deletion from local drive |
| Building (i.e. lease/deeds) | Destroy 6 years after property is no longer occupied | Hard Copy/Local Drives | Auditing | Permanent deletion from local drive – shred hard copies |
| Maintenance contracts | 15 years from last action | Hard Copy/Local Drives | Auditing | Permanent deletion from local drive – shred hard copies |
| Property plans and surveys | 25 years | Hard Copy/Local Drives | Auditing | Permanent deletion from local drive – shred hard copies |
| Insurance schedules | 10 years after last action | Hard Copy/Local Drives | Auditing | Permanent deletion from local drive – shred hard copies |
| Pat tests, fire hazard tests | 6 years from last action | Hard Copy/Local Drives | Risk Management | Permanent deletion from local drive – shred hard copies |
| Register of members | Life of company | Local Drives | Legal | Permanent deletion from local drive |
| Memorandum of association | Life of company | Local Drives | Legal | Permanent deletion from local drive |
| Register of directors and secretaries | Life of company | Local Drives | Legal | Permanent deletion from local drive |
| Employer’s liability insurance certificates | Life of company | Hard Copy/Local Drives | Legal | Permanent deletion from local drive – shred hard copies |

**Intellectual property records:**

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| --- | --- | --- | --- | --- |
| **Type of record** | **Retention period** | **Where is it stored?** | **Reason** | **Method of deletion** |
| Copyright material | 50 years from expiry | Local Drives/Hard Copies | Legal | Permanent deletion from local drive – shred hard copies |

**Email records:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of record** | **Retention period** | **Where is it stored?** | **Reason** | **Method of deletion** |
| Email correspondence | Archive emails after 6 months | Email Software | Auditing | Archive in application |