

PRIVACY POLICY - Appendix 5

Records Retention Periods

Document	Recommended Retention Period	Owner/Responsible Person
Annual Insurance Policy & Schedule	6 Years	Corporate Services Manager
Annual Returns to SHR (Financial)	5 Years	Corporate Services Manager
Annual Returns to SHR (ARC) and notifiable events	5 Years	Operations Director
Balance Sheets and Supporting Documents	6 Years	Corporate Services Manager
Bank Statements and Reconciliations	6 Years	Corporate Services Manager
Board & Committee Minutes	Permanently	Company Secretary
Board Resolutions	Permanently	Company Secretary
Board and Committee Agenda and Reports	6 Years	EA (Governance)
Budgets and Internal Financial Reports	6 Years	Corporate Services Manager
Business Plans and Supporting Documentation e.g. Organisation Structures, Aims, Objectives etc.	6 Years after Plan Completion	CEO
Cash Records	6 Years	Corporate Services Manager
Cheques	6 Years	Corporate Services Manager
Claims and Related Correspondence	3 Years after Settlement	Corporate Services Manager
Employers' Liability Insurance	Minimum 40 Years	Corporate Services Manager
Copy Invoices	6 Years	Corporate Services Manager
Credit and Debit Notes	6 Years	Corporate Services Manager
Creditors, Debtors and Cash Income Control Accounts	6 Years	Corporate Services Manager
Current Policies	Permanently	EA (Governance)
Former Policies	3 Years	EA (Governance)
Satisfaction Surveys	Retain current and previous	Property Services Manager

Document	Recommended Retention Period	Owner/Responsible Person
Use of Image Consent Forms and related Images/Photographs (non-board members or employees)	5 Years – by consent	Corporate Services Manager
Group Health Policies	6 Years after Cessation of Benefit	Corporate Services Manager
Instructions to Bank	6 Years	Corporate Services Manager
Journal Transfer Documents	6 Years	Corporate Services Manager
Loan Account Control Reports	6 Years	Corporate Services Manager
Notice of Board Special Meetings	6 Years	EA (Governance)
Orders and Delivery Notes	6 Years	Corporate Services Manager
Pay-In Counterfoils	6 Years	Corporate Services Manager
Register of Board Members (including parent and subsidiary companies)	Permanently	Company Secretary
Signed Copy of Annual Report and Annual Accounts	Permanently	CEO
Memorandum & Articles of Association and any updates (including parent and subsidiary companies)	Permanently	Company Secretary
Annual Returns - AR01 (including parent and subsidiary companies)	Permanently	Company Secretary
Confirmation Statements (including parent and subsidiary companies)	Permanently	Company Secretary
Register of Interest in Voting Shares	Permanently	Company Secretary
Register of Charges (including parent and subsidiary companies)	Permanently	Company Secretary
Grant Documentation	Permanently	Corporate Services Manager
Tax Returns and Records	10 Years	Corporate Services Manager
VAT Records	6 Years	Corporate Services Manager
VAT Related Correspondence	6 Years	Corporate Services Manager

Registers		
Document	Recommended Retention Period	Owner/Responsible Person
Abandoned Property	6 years	Housing Services Manager
Accidents/RIDDOR Near Misses	Permanently 6 years after date of occurrence	Executive Assistant (HR)
Approved Contractors	6 Years	Operations Director
Code of Conduct – staff / board	6 years	Executive Assistant (HR) / Governance
Complaints	6 years	Operations Director
Consultation (Completed questionnaires / voting slips Mailing lists Letters Outcomes spreadsheets)	6 years for register 2 years for supporting evidence	Operations Director
Contracts Tender Information	6 Years 2 Years after Notification	Operations Director
Unsuccessful Tenders	6 months after tender closing date	Operations Director
Data Breach	6 years	Data Protection Officer
Declaration of Interest	6 years	Executive Assistant (HR) / Governance
Disclosures including DSAR / EIRS / FOI / SIC Returns	6 years	Operations Director
Display Screen Equipment	Permanently	Corporate Services Manager
Disposals (of Housing Stock)	Permanently	Corporate Services Manager
Driving Licences	2 years	Corporate Services Manager
EPB (including gifts and hospitality)	6 years	Corporate Services Manager
Equality & Diversity Requests	6 years	Operations Director
Fire Incident	Permanently	Operations Director
Fraud	Permanently	Corporate Services Manager
Key	Current year only – live document	Corporate Services Manager
Panic Alarm	6 years	Housing Services Manager
PPE	6 years	Executive Assistant (HR)
Praise & Compliments	2 years	Corporate Services Manager
Sale of Land	Permanently	Operations Director
Sharps Collection and Disposal	6 years	Executive Assistant (HR)
Sponsorship	6 years	Corporate Services Manager
Tools & Equipment	Current year only - Live Document	Property Services Manager
Use of Images	5 years from consent date – Employees – on cessation of contract	Admin Assistant
Vulnerable Adults & Child Protection	Permanently	Housing Services Manager
WH Garage Lock Up	Current year only - Live Document	Property Services Manager
White Goods	Current year only - Live Document	Housing Services Manager
Working at Heights	6 years	Property Services Manager

Contracts and Agreements		
Document	Recommended Retention Period	Owner/Responsible Person
Documents Relating to Successful Tenders	6 Years after End of Contract	Operations Director (tenders can be from any part of the organisation, but they will all have a finance element)
Documents Relating to Unsuccessful Tenders	2 Years after Notification	Operations Director (as per point above)
Indemnities and Guarantees	6 Years after Expiry	Corporate Services Manager
Licensing Agreements	6 Years after Expiry	Corporate Services Manager
Loan Agreements	12 Years after Last Payment	Corporate Services Manager
Rental and Hire Purchase Agreements	6 Years after Expiry	Corporate Services Manager

Application and Tenancy Records		
Document	Recommended Retention Period	Owner/Responsible Person
Applications for Accommodation	Duration of current tenancy and 6 years after termination; Housing applications retained on housing list electronically whilst current (subject to periodic review of housing list) Cancelled applications – 6 months after cancellation date	Housing Services Manager
ASB Case Files and Associated Documents	Duration of current tenancy and 6 years after termination or any legal action	Housing Services Manager
Care Plans for Adults, Children and Related Documents	Duration of current tenancy and 6 years after termination	Housing Services Manager
Current Tenants' Tenancy Files, including Rent Payment Records, Details of any Complaints and Harassment Cases, Permissions sought	Duration of current tenancy and 6 years after termination	Housing Services Manager

Documentation, Correspondence and Information provided by other Agencies relating to Special Needs of Current Tenants	Duration of current Tenancy	Housing Services Manager
Former Tenants' Tenancy files including Tenancy Agreements, Details of their Leaving and any other relevant documentation	6 years after termination	Housing Services Manager
Housing Benefit Notifications	Basic details held electronically for duration of tenancy and 6 years after termination	Housing Services Manager
Records Relating to Offenders	Duration of tenancy	Housing Services Manager

Property Records		
Document	Recommended Retention Period	Owner/Responsible Person
Copy of Former Commercial Leases	12 Years after Settlement of all Issues	Corporate Services Manager
Deeds of Ownership	Deeds of Title – Permanently or Until Property Disposed Of	Company Solicitors
Planning and Building Control Conditions	12 Years after Interest Ceases	Property Services Manager
Property Maintenance Records	6 Years	Property Services Manager
Property Reports and Professional Opinions	6 Years	Property Services Manager
Searches	12 Years after Interest Ceases	Company Solicitors
Contractor Files	6 years after termination from Approved Contractor List – Annual update of information carried out, as part of Annual Performance Review.	Property Services Manager
Wayleaves, Licenses and Easements	12 Years after Rights given or received cease.	Company Solicitors

Vehicles		
Document	Recommended Retention Period	Owner/Responsible Person
Annual Driving Licence Check and Risk Assessment	2 Years	Corporate Services Manager
Copy Registrations for company owned vehicles	2 Years after Disposal	Corporate Services Manager
Maintenance Records, MOT Tests for company owned vehicles	2 Years after Disposal	Corporate Services Manager
Mileage Records	2 Years after Disposal	Corporate Services Manager

Employees		
Document	Recommended Retention Period	Owner/Responsible Person
Personnel files: including application form details, references, offer letter & acceptance, Contracts, POR form, induction & training records, beneficiary forms, absence management records, salary details, appraisals	Personnel file contents are retained for the duration of current employment and for six years following cessation of employment.	EA (HR)
Application forms, interview notes for unsuccessful candidates	6 months after interviews held	EA (HR)
Disciplinary and Grievance records and PIP records	12 months (as per Disciplinary and Grievance Policy)	EA (HR)
Flexitime records	Current and previous year only	Executive Assistant (HR)
ID and other photographs/images	Duration of Employment – as per consent	Admin Assistant –Corporate Services
CCTV images	3 months	IT Officer
Employee tracking (in/out swipe)	Indefinitely with restricted access.	IT Officer
Vehicle tracking	These are not retained other than for any disciplinary/grievance matters – when held for 12 months	Operational Manager
Telephone call recordings	3 months	IT Officer

Accident records and reporting	Permanently	EA (HR)
Redundancy details, calculations of payments, refunds, notifications to the Secretary of State	6 years (from redundancy date) if less than 20 redundancies; 12 years if 20 or more redundancies throughout the Company	Corporate Services Manager
Parental leave	18 years	EA (HR)
Health & Safety assessments and records of consultations with safety representatives etc	Permanently	CEO
Declarations of Interest/Code of Conduct records	6 years after termination of employment	EA (Governance)
Payroll Records	6 years	Corporate Services Manager
Health & Safety Assessments	Permanently	CEO
Health & Safety Policy Statements	Permanently	CEO
Health & Safety Statutory Notices	6 years after compliance	CEO
Records of Consultations with the Health & Safety Executive (HSE)	Permanently	CEO

Board Members		
Document	Recommended Retention Period	Owner/Responsible Person
Board Member documentation files, e.g. application forms, appointment letters, induction and training records etc	6 years after cessation of board membership	EA (Governance)
Bank details	Immediately following final payment of expenses	Corporate Services Manager
Code of Conduct/Declarations of Interest forms	6 years after cessation of board membership	EA (Governance)
ID photograph and other images/photographs	Duration of board membership (by consent)	EA (Governance)
Expenses	6 years after cessation of board membership	Corporate Services Manager