



FACTSHEET 27

Retention of Information

Retention of information

Team leaders must ensure documents and data are retained for the time required by the law or by funders. If in doubt, seek advice before disposal.

Even where information is not covered by the Act, the Data Protection Act principles offer useful guidance in that information should be adequate, relevant, not excessive, accurate, up to date and not kept for longer than is necessary.

Information

Retention Period


Trust deeds, governing documents	Indefinitely
Minutes of committee and F&GP	Indefinitely
Health and safety assessments	Indefinitely
Insurance certificates	40 years
Finance/salaries	7 years
Personnel files	7 years after employee leaves (reduce to attendance records, appraisals, job descriptions, notes on unspent disciplinary action for reference purposes)
Contracts	6 years
Team meetings	5 years
ESF and other funding bodies	3 years after end of ESF funding programme (not project) or longer if contract demands (this means 2011 at the earliest)
Accident book	3 years after last entry
Disciplinary records	6 months - 2 years: see Disciplinary policy
Employee time sheets	2 years
Job application forms for unsuccessful candidates, interview notes, disclosures	1 year
External partnership/forum meetings Minutes and papers	1 year
Legal information leaflets	The Information Officer will make regular checks to ensure they are up to date

Any other information kept by staff should be in line with the Data Protection Act and manual and computer records not listed above should be kept for no more than one year.

Information listed above which contains personal information should be kept securely and disposed of by shredding or some way which does not breach confidentiality.

FURTHER HELP

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