



**document retention  
guidelines**

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# leading independent records management providers

▶ Whitefoot-Forward Records Management is one of the UK's leading independent Records Management providers, and an award-winning company.

▶ We provide services to major national telecommunications companies, the NHS, private health clinics, manufacturing and industrial organisations, professional service companies and many others; from global to micro businesses.

▶ Our range of services includes box storage; file management; scan on demand; innovative tracing and tracking software for documents; and secure, timely destruction; all backed by comprehensive reporting.

▶ Our service is as flexible as you need it to be; and as proactive, 100% reliable and affordable as you hope it will be.

▶ **Smart storage starts here**

# record retentions

*This retention schedule is intended to be a guide only. Whitefoot-Forward cannot accept responsibility, or be held liable for any inaccuracies, or for any action taken as a result of any information, contained within this booklet. Readers should seek their own specific advice in relation to the subject matter of this booklet.*

<b>records description</b>	<b>retention period</b>
<b>▶ company records (including share registration)</b>	
Certificate of incorporation	Permanently
Certificate of commence business (if any)	Permanently
Certificate of company change of name	Permanently
Board minutes (signed copy)	Permanently
Written resolutions of board	Permanently
Minute books	Permanently
Board committee minutes (signed copy)	Permanently
Minutes of general & class meetings	Permanently
Written resolutions of members / sole member	Permanently
Report & accounts (signed copy)	Permanently
Spare copies (few)	To meet casual enquiries
Interim reports & accounts	Permanently
Circulars to shareholders (master copy)	Permanently
Notices of general & class meetings (signed copy)	Permanently
Resolutions passed at above meetings	Permanently
Memorandum & articles of association (signed original)	Permanently
Memorandum & articles of association (current)	Permanently
Register of sealed documents	Permanently

## company records (including share registration) (cont/d)

Proxy forms / 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 year after meeting or at direction of court
Register of directors & secretaries (original)	Permanently
Directors' service contracts	6 years after employment ceases
Register of directors interests in shares & debentures	Permanently
Register of interests in voting shares	Permanently
Register of charges	Permanently
Register of members	Permanently
Registers of debenture or loan stock holders	6 years after stock redemption & permanent microfilmed record
Forms of share and debenture application (originals)	12 years from share issue & permanent microfilmed record
Forms of acceptance & allotment	12 years from renunciation & permanent microfilmed record
Renounced share certificates	12 years from renunciation & permanent microfilmed record
Fully paid acceptance & allotment letters exchanged for a certificate	1 year after ceasing to be valid
Share and stock transfer forms	12 years after transfer & permanent microfilmed record
Requests for designating or re-designating accounts	12 years after request & permanent microfilmed record
Letters of request	12 years after request & permanent microfilmed record
Returns of allotments	Permanently

## company records (including share registration) (cont/d)

Redemption discharge forms or endorsed certificates	12 years after date of redemption & permanent microfilmed record
Forms of conversion	6 years after date of conversion & permanent microfilmed record
Signed forms of nomination	12 years & permanent microfilmed record
Letters of indemnity for lost certificates	Permanently
Annual return (1 copy) (excluding list of members)	Permanently
Stop notices & other court orders	12 years & permanent microfilmed record
Powers of attorney (copy)	12 years & permanent microfilmed record
Dividend & interest payment lists (before disposal, an extract of outstanding warrants should be made)	Until annual audit, following payment, is complete
Paid dividend & interest warrants	6 years after date of payment
Dividend & interest mandates	Originals until 3 years after validity ceases
Cancelled share / stock certificates	1 year from date of registration of transfer
Notification of change of address (shareholders)	3 years
Trust deeds securing issue of debentures or loan stock (original & copy)	Permanently

## ► intellectual property records

Document evidencing assignment of trade/service marks	6 years after cessation of registration
Certificates of registration of trade/service marks	6 years after cessation of registration
Intellectual property agreements & licences	6 or 12 years after expiry
Materials for which copyright protection is claimed:	
Literary, dramatic & musical works	Life in being + 50 years
Artistic works, recordings, films, photos & broadcasts	50 years

## ► agreement & other related correspondence

All contracts with: customers, suppliers, agents	10 years after expiry
Licensing agreements	10 years after expiry
Rental & hire purchase	10 years after expiry
Indemnities & guarantees	10 years after expiry
Any other agreement or contract	10 years after expiry

## ► property documents

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

## ▶ **charitable & political donations**

Deeds of Covenant (Donee)	12 years after final payment
Documents evidencing entries in accounts re donations	6 years
Legacies & donations	7 years
Correspondence concerning refused donations	3 months
Correspondence concerning granted (non Covenanted) Donation	1 year

## ▶ **banking records, including Giro**

Cheques, bills of exchange & other negotiable instruments	6 years
Paying-in counterfoils	6 years
Bank statements & reconciliations	6 years
Foreign exchange rates	15 years
Instructions to banks	6 years 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 possession of the insurance company*

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

## ► insurance records

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

## ► accounting & tax records

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

## ► contractual & trust agreements

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

## ▶ employee records

Patent agreements & secrecy agreement with staff	20 years after employment ceases
Job applications & interview records	3 months after notifying unsuccessful candidates
List of attendees at courses	6 years after each course
Personnel & training records (including disciplinary & grievance hearing notes)	6 years after employment ceases; could be longer with agreement of individual
Appointments & staff appraisal records	5 years
Redundancy records	12 years from date of redundancy
Senior executive records	Permanently
Student records, including academic achievements & conduct	6 years from date left university or 10 years for personal & academic references, with agreement of individual.
Contact details kept on personal files (e.g. card index, MS Outlook)	Until it is apparent the person is no longer at the named location
Personal information of any sort on a web page or site	No longer than the period specifically agreed with the individual
Payrolls & wage records (including overtime, bonuses and expenses)	6 years
Details of benefits in kind	6 years
Labour agreements	10 years after ceasing to be effective
Statutory Maternity Pay records & calculations	3 years after end of FY to which records relate
Statutory Sick Pay records & calculations	3 years after end of FY to which records relate
Works council minutes	Permanent
Time cards	2 years
Income Tax records (e.g. P45, P60, P58, P48 etc)	6 years
Annual return of taxable pay & tax paid	6 years

## ► health & safety records

Record of consultations with safety representatives & committees	Permanently
Training records relating to safety at work	Permanently
Assessments under Health & Safety regulations	Until revised
Record of reportable accidents/accident book	3 years from last date of entry
Occupational Health records	During employment
Occupational Health records where termination of employment is due to health reasons, including stress-related illnesses	40 years from date of last incident
Records of assessments, maintenance, air monitoring, Medical surveillance & biological tests	2 years from date of last entry
General register & other records required to be kept under The Factories Act where no other provision is made	2 years from date of last entry
Medical records:	
Radiation accident measurement	50 years
Radiation dosage summary	2 years from end of calendar year
Under Control of Lead at Work Regulations	2 years from date of last entry
Under Control of Asbestos at Work Regulations	40 years (50 years business practice)
Under COSHH Regulations	40 years
Classifications data under Chemicals (Hazard Information & Packaging for Supply) Regulations 1994	3 years

## ► shipping documents

Outwards & Inwards	6 years after shipment completed
Customs & Excise returns	5 years from date

## ► transport records

Drivers log books	5 years after completion
Vehicle mileage records	2 years after vehicle disposed of unless liability claims
Vehicle maintenance records	2 years after vehicle disposed of unless liability claims
MOT records	2 years after vehicle disposed of unless liability claims
Registration records	2 years 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 experience*

Oil industry – seismic & technical reports	Life of company or until sold
Construction industry – drawings & all technical surveys	Life of company
Pharamceutical industry – test results products before marketing	Life of company

# References

This retention schedule is based on the Institute of Chartered Secretaries and Administrators retention guidelines.

Other sources include:

CA 1985	Companies Act 1985
COSHH	Control of Substances Hazardous to Health Regulations 1999
DPI 1998	Data Protection Act 1998; references here taken from PD0012:1
IRR 1985	Ionising Radiation Regulations 1985
FA	Factories Act 1961
RBS (IP) 1995	Retirement Benefit Scheme (Information Powers) Regulations 1995
RIDDOR 1995	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
TMA	Taxes Management Act 1970
VATA	Value Added Tax Act 1994