

# Archive and Data Retention Procedure

<b>This document is relevant to:</b>	
Staff	✓

## Purpose

To explain procedures related to Archive and Data Retention, linked to the Data Protection Policy.

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## Introduction

This procedure supports the Data Protection Policy, and aims to ensure compliance with the Data Protection Act 1998 and the Freedom of Information Act 2000.

## Data Retention Schedule

The following table provides a guide to the length that data needs to be retained. All data retained needs to be stored securely in compliance with the Data Protection Policy.

Record	Statutory Retention Period	Statutory Authority
Accident books, accident records/reports	3 years after the date of the last entry	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) (SI 1995/3163)
Application forms and interview notes (for unsuccessful candidates)	6 months	
Accounting records	6 years for public limited companies	Section 221 of the Companies Act 1985
Assessments under Health and Safety Regulations and records of consultations with safety representatives and committees	Permanently	
Contracts	6 years	
Disciplinary records	6 months to 2 years (see Disciplinary Policy)	
Disclosure and Barring Service (DBS) certificates	6 months	
Employee time sheets	2 years	
Income tax and NI returns, income tax records and correspondence with the Inland Revenue	Not less than 3 years after the end of the financial year to which they relate	The Income Tax (Employments) Regulations 1993 (SI 1993/744)
Inland Revenue approvals	Permanently	

<b>Record</b>	<b>Statutory Retention Period</b>	<b>Statutory Authority</b>
Insurance Certificates	40 years	
Membership records	3 years (including the current year)	
Parental leave	5 years from birth/adoption of the child or 18 years if the child receives a disability allowance	
Pension scheme investment policies	12 years from the ending of any benefit payable under the policy	
Personnel files and training records	7 years after employee leaves. (On leaving date reduce immediately to sickness and attendance records, appraisals, job descriptions, notes on unspent disciplinary action for reference purposes)	
Records relating to children	until the child reaches the age of 21	Limitation Act 1980
Redundancy details, calculations of payments, refunds, notification to the Secretary of State	6 years from the date of redundancy	
Statutory Maternity Pay records, calculations, certificates (Mat B1s) or other medical evidence	3 years after the end of the tax year in which the maternity period ends	The Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960)
Service User records	Data held on service users will be held as 'open files' for 3 months after the service user leaves, after which files will be sealed and stored securely for a further five years.	
Statutory Sick Pay records, calculations, certificates, self-certificates	3 years after the end of the tax year to which they relate	The Statutory Sick Pay (General) Regulations 1982 (SI 1982/894)
Team meetings	5 years	
Time sheets & Toil sheets	2 years after audit	
Trust deeds, governing documents	Permanently	

<b>Record</b>	<b>Statutory Retention Period</b>	<b>Statutory Authority</b>
Trustees' minutes of Executive Committee and Sub-Committees	Permanently	
Volunteer records	After 4 years of having no contact with the volunteer	
Wage/salary records (also overtime, bonuses, expenses)	6 years	Taxes Management Act 1970

Any other information kept by staff should be in line with the Data Protection Act and Dorset Mind's Data Protection Policy. 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.

In line with this policy, all staff will annually review and destroy data they hold during the annual Dorset Mind spring cleaning day.

## Procedure Ownership

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Archive and Data Retention Procedure	1.0	Archive and Data Retention Procedure

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January 2016	January 2018

## *Approval and review status*

Approved by	Signature	Date
Chris Price	<i>Chris M Price</i>	1 <sup>st</sup> January 2016

*Consult the Chief Executive for the latest version of this procedure.*

## Document Control

### *Reviewers*

Name	Position
Chris Price	Chair of Trustees
Ian Prankerd	Trustee
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### *Change History*

Issue	Date	Author	Reason
1.0	Jan 16	Chris Price	Final version