Cinderford Area Neighbourhood Development Initiative

Document retention policy

CANDI is aware that the efficient management of its records is required to comply with its legal and regulatory obligations. The policy ensures that valuable information is not destroyed, and that information held is relevant.

This policy applies to all records created, received or maintained by the Charity in hard copy or electronic format. The Company Secretary will be overall responsible for the implementation of the policy and managing the Charity's records.

Records	Retention period	Action	Reason
Administrative			
Signed minutes	Indefinite	Preserve	Historical data
Draft minutes	Until the date of confirmation of the minutes	Destroy	Operational
Agendas	Until conclusion of meeting	Destroy	Operational
Reports and other documents circulated with agendas	Destroy these documents if copies are already included with signed minutes	Destroy	Avoid duplication
Policy documents	Until superseded	Destroyed	Operational
Title deeds	Lodge securely with solicitor	Review	Common practice
General correspondence	6 Years after correspondence ends	Destroy	Operational
Complaints	6 Years after resolution of complaint	Destroy	Operational
Information Requests	6 Years after resolution of request	Destroy	Operational
Quotations and tenders (successful)	6 years after contract ends	Destroy	Limitation Act 1980

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Records	Retention period	Action	Reason
Administrative (continued)			
Quotations and tenders (unsuccessful)	2 years	Destroy	Operational
Routine internal correspondence and papers	Until there is no longer an administrative requirement	Review with the view to destroy	Operational
Risk assessments	Once superseded by a new risk assessment or once inactive	Destroy	Operational
Employers' liability insurance policies	40 years after expiry date	Destroy	Employers' Liability Act 1969 Employers' Liability Regulations 1998
Safeguarding records – DBS records and checks, policies, training, accident and incident registers	30 years	Destroy	Insurance requirements
Personnel files	30 years or 6 years after termination of service	Destroy	Risk of investigation regarding any future litigation
Personnel files – annual leave	2 years	Destroy	Operational
Recruitment data - Successful	Add to personnel file	Destroy	Equalities Act
Recruitment data - Unsuccessful	6 months after recruitment finalised plus current year	Destroy	Equalities Act

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Records	Retention period	Action	Reason
Financial			
Accounts, accounting records and invoices	6 years	Destroy	Operational
Bank paying-in books	Last completed Audit year	Destroy	Operational
Cheque book stubs	Last completed Audit year	Destroy	Operational
VAT records	6 years	Destroy	VAT Act 1994
Time sheets	Last completed Audit year	Destroy	Operational
Wage books	12 years	Destroy	Statute of Limitation
Miscellaneous			
Legal papers	Indefinite	Preserve	Historical
Photographs	Indefinite	Preserve	Historical

Document control

Last updated	15 November 2022
Next review	