

Document Retention Policy

Under the Data protection Act 1998, all data including electronic data, must not be kept longer than is necessary for a particular purpose.

Accounts and Finance

The Charity Commission specifies that: charities must keep accounting records for at least 6 years from the end of the financial year in which they are made. The annual report is an integral part of the accounts, and as such should be retained with accounts of this period.

Companies House legislation states that: companies must keep financial records (including annual reports) and retain them for six years from the end of that accounting period.

Staff and Recruitment including Volunteers

Application forms/Interview notes for all candidates, whether successful or not, should be retained for a period of 6 months in case of any discrimination challenges. In the case of termination of employment not all records should be deleted; there may be a real business need to retain some of them for example, it may be necessary to keep information to enable references to be provided in the future, information regarding employee's pension arrangements or to be able to defend future employment claims.

Personnel records should be kept for 6 years after employment ceases. Redundancy records should be kept for 6 years from the date of redundancy. Disciplinary records should be retained for 6 years after employment ceases. Certain disciplinary records will have time limits and this will vary dependent upon the type of action taken and the outcome.

Disclosure information must not be retained for longer than it is relevant to comply with the Data Protection Act 1998 which requires that personal information should be kept only for as long as it is required and for the purposes for which it was obtained. This may be the date on which the recruitment or other relevant decision has been taken, or after the date on which any dispute about the accuracy of the disclosure information has been resolved.

Salaries, Income Tax and National Insurance

Returns and correspondence with the Inland Revenue must be retained for 3 years after the end of the tax year they relate to. Pension Scheme records should be kept for 12 years following the ending of any benefit payable under the scheme.

Salary records should be retained for 3 years after the pay period following the one the records cover. However because the limit to commence any civil cases is 6 years, it is recommended these records be kept to cover that period.

Other Documents

Minutes of management board meetings, general meetings etc. should be retained for a minimum of 3 years to be mindful of others conditions attached to their record keeping procedures for example those as required by funding agencies and other regulators.

Some funders may require the retention of complete records of financial and other project documentation for audit purposes and it is important to be aware of these grant conditions and to comply with their requirements.

Health and Safety

Accident report records should be kept for 3 years from the date of last entry. Health and safety risk assessments should be retained on a permanent basis; the superseded copy plus 1 year.

Insurance

WVA will retain a complete record of their employer's liability insurance to ensure that any future claim can be met. Other insurance documents should be kept for 5 years in case of retrospective claims to professional indemnity.

Storage

All archive material should be kept in a secure place. All confidential material must be kept in a secure accommodation where access is limited and controlled. No items should be removed other than by the agreement of the Chief Executive or Chair of the Board.

Destruction

All confidential information must be shredded before disposal.