

Committee Approver	Board
Stakeholder Consultation	Leadership Group, Executive Team and Board <i>(Prepared by our DPO – Claire Beckley of RGDP LLB)</i>
Date Approved	28 April 2026
Classification	Policy
Title	Retention Policy and Schedule
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Revised by	Director of Finance
Next Revision Date	March 2029
Related Documents	As outlined in Schedule below.
Location of Electronic Copy	V:\Policies and Procedures Shared



Introduction

The UK General Data Protection Regulation (UK GDPR) provides that organisations which process personal data must not retain that data for any longer than is *necessary* for the purposes for which the personal data are processed.

Purpose

This policy details Viewpoint Housing Association approach to the retention, deletion and destruction of personal data. All Viewpoint Housing Association personnel are obliged to familiarise themselves with this policy and refer to it on an ongoing basis to ensure that its terms are implemented and complied with.

This procedure applies to all directors, associates, members, employees, volunteers, contractors (temporary and permanent) (referred to herein as 'Viewpoint Housing Association personnel').

Storage of Personal Data

Viewpoint Housing Association stores personal data in a variety of ways. This includes hard copy documents, emails, digital documents stored on desktop computers, laptops, phones and other devices, data stored on our servers and in our cloud-based storage, along with data stored by third parties on our behalf.

When updating, rectifying, erasing and deleting any personal data, due care must be taken to ensure that all personal data held in all locations (including back-up storage) and in all forms is dealt with securely and to ensure that a consistent and accurate record of personal data is maintained.

Retention of Personal Data

Different types of personal data may need to be retained for different periods of time depending on the purposes for which the data is processed and the legal and regulatory retention requirements in relation to certain categories of data.

In determining the appropriate retention period consideration should be given to the following factors:

- the purposes for which the personal data is processed;
- the legal basis for processing that personal data;
- legal requirements for retention (particularly employment and health and safety law);
and
- regulatory requirements.

An appropriate retention period should be identified for each category of personal data. Data subjects must be informed of the retention period which applies to their personal data or, if there is no fixed retention period, the criteria used to determine that period; and where the purposes for which the data is processed have changed, any new retention period.



All personal data processed by Viewpoint Housing Association shall be retained in accordance with the periods set out in the retention schedule below, consisting of the following parts:

- Part 1: General Governance, incorporating Governance, Data Governance, Formal Meetings, Regulations and Statutory Returns, Strategic and Insurance, in accordance with supervision provided by the Director of Finance (supported by Governance Officer)
- Part 2: Finance, Other Banking Records and Capital Assets, in accordance with supervision provided by:
 - Finance Manager
- Part 3: Contracts and Agreements in accordance with supervision provided by:
 - Head of Assets
 - Finance Manager
- Part 4: Human Resources and Health & Safety in accordance with supervision provided by:
 - HR Manager; and
 - H&S Advisor
- Part 5: Housing Association and Tenancy Records in accordance with supervision provided by:
 - Head of Housing
- Part 6: Adult Care Records in accordance with supervision provided by:
 - Head of Care; and
 - Care Home Manager(s)

Personal data will be retained in accordance with the appropriate retention period and permanently deleted and/or securely destroyed in accordance with this policy. No personal data shall be destroyed or deleted other than in accordance with this policy.

Review and Deletion of Personal Data

A review of the personal data processed by Viewpoint Housing Association will be carried out every 2 years. During this review we will:

- Review the retention periods for each category of personal data processed and whether any alteration to these periods is required
- Identify personal data which is due for destruction and deletion



- Arrange for the secure deletion and destruction of personal data which will no longer be retained

Data must be disposed of securely in a manner appropriate to its medium (i.e. the format in which it is stored or held). For paper-based records, this includes cross-cut shredding or disposal via approved confidential waste services. For digital data, files must be permanently deleted using secure deletion methods to ensure they cannot be recovered, including removal from backups where applicable. Physical media such as USB drives, CDs, and hard drives must be securely destroyed (e.g. shredding or crushing) using authorised processes or suppliers. Emails and other electronic communications should be permanently deleted in line with retention schedules. All disposal must be carried out in accordance with Viewpoints policies to ensure the confidentiality and security of information.

Monitoring and Reporting

Regular monitoring and audits will be undertaken by the Data Protection Lead and/or DPO to check compliance with the law, this policy and associated procedures. Any concerns will be raised with the Executive Team.

Policy Review

This policy will be reviewed every 3 years or when required to address any weakness in the procedure or changes in legislation or best practice by the Data Protection Officer.

DATA RETENTION SCHEDULE

Part 1: General Governance Incorporating Governance, Data Governance, Formal Meetings, Regulations and Statutory Returns, Strategic and Insurance								
Document Overview		Retention Schedule			Document Management			
Function	Record Type	Retention Trigger	Minimum Retention Period	Recommended Retention Period	Reason for Retention	Information Asset Owner	Medium of Data	Disposal method
GOVERNANCE								
Governance	Organisation wide Corporate Plans, Policies, Business Continuity, Risk Management and Strategies	Superseded document	N/A	1 year after superseded (longer if required for historical reasons)	Best Practice		Digital files Email	secure deletion/ data wiping to prevent recovery
Governance	Governance Documentation		N/A	Life of company	Required for charitable status			secure deletion/ data wiping to prevent recovery
Governance	Constitution, Aims and Objectives		Life of company	Life of company	Required for charitable status		Digital files Email	secure deletion/ data wiping to prevent recovery
Governance	Record of HMRC confirmation of charitable status	End of financial year	Minimum 1 year to end of financial year – required for Annual Return as a minimum	Life of company	Annual return and best practice		Paper copy	cross-cut shredding or disposal via confidential waste services
Governance	Record of charitable registration		Life of company	Life of company	Best practice		Paper copy	cross-cut shredding or disposal via confidential waste services

Governance	Articles of Association / Model rules – current and previous versions		Life of company	Life of company	Legal requirement – s.32 Companies Act 2006		Digital files Email	N/A
Governance	Certificate of registration with housing regulator		Life of company	Life of company	Best practice		Retained by SHR	N/A
Governance	Registration documentation (Co-operative and community benefit societies)		Life of company	Life of company	Legal requirement – s.3 Co-operative and Community Benefit Societies Act 2014		Digital File	N/A
Governance	Internal audits, correspondence, terms of reference, meeting minutes, related papers and reports	After audit	5 years	6 years	Prescription and Limitation (Scotland) Act 1973		Digital files	secure deletion/ data wiping to prevent recovery
Governance	Board member documents – appointment letters, SLAs, bank details etc	Termination of Board membership	6 years after board membership ceases though some detail should be destroyed when membership ceases e.g. bank details etc.	6 years	Legal requirement - CA 2006		Digital files Email	secure deletion/ data wiping to prevent recovery
DATA GOVERNANCE								
Data Governance	Emails	Completion of issue / No longer active	Receipt of email	If the email is to do with a particular matter, then it should be pdf and attached to the appropriate records management system/. Emails should be deleted after 12 months.	Legal requirement / best practice depending upon the nature of the email		Digital files Email	secure deletion/ data wiping to prevent recovery



Data Governance	Data Subjects Rights' Requests, including copies of Subject Access Requests	Date response sent to data subject	6 months	1 year	Best practice: ICO		Digital files Email	secure deletion/ data wiping to prevent recovery
Data Governance	Films / Videos	Date of recording	Minimum time necessary	3 years	Best practice		Digital files	secure deletion/ data wiping to prevent recovery
Data Governance	Data Breach Records	Date of recording	5 years	6 years	Legal requirement – Prescription and Limitation (Scotland) Act 1973		Digital files Email	secure deletion/ data wiping to prevent recovery
Data Governance	Fraud Records	Date of recording	6 years	6 years	FCA Handbook – Best practice: ICO		Digital Files / Paper	secure deletion/ data wiping to prevent recovery cross-cut shredding or disposal via confidential waste services
FORMAL MEETINGS								
Meetings	Notice of meetings	Date of meeting	N/A	6 years	Best practice in the case of a challenge to the validity of a meeting or resolutions		Digital files Email	secure deletion/ data wiping to prevent recovery



Meetings	Executive meeting agendas, papers, minutes and resolutions	Date of meeting	N/A	10 years	Best practice in the case of a challenge to the validity of a meeting or resolutions		Digital files	secure deletion/ data wiping to prevent recovery
Meetings	Board and Committee Meeting Minutes and Resolutions	Date of meeting	10 years from the date of the meeting or life of company	10 years from the date of the meeting or life of company	Legal compliance – ss.248-249 Companies Act 2006		Digital files	secure deletion/ data wiping to prevent recovery
Meetings	Board and Committee meeting agendas and papers	Date of meeting	10 years from the date of the meeting or life of company	10 years from the date of the meeting or life of company	Legal compliance – s.248 and s.250 Companies Act 2006		Digital files	secure deletion/ data wiping to prevent recovery
Meetings	Shareholder meeting minute and resolutions	Date of meeting	Life of company	Life of company	Legal compliance – s.356 Companies Act 2006		Digital files	secure deletion/ data wiping to prevent recovery
Meetings	Shareholder meeting agendas and papers	Date of meeting	N/A	Life of company	Best practice (if required to support minutes and resolutions)		Digital files	secure deletion/ data wiping to prevent recovery
REGULATIONS AND STATUTORY RETURNS								
Regulations and Statutory Returns	Audited financial statements	Date of submission	Minimum of 6 years + current financial year	6 years + current financial year	Legal requirement		Digital files	secure deletion/ data wiping to prevent recovery
Regulations and Statutory Returns	Annual Statutory Returns to the Regulator	Submission	Minimum of 1 year from submission	Life of company	Legal Compliance and best practice – s.90 Co-operative and Community Benefit Societies Act 2014		Digital files	secure deletion/ data wiping to prevent recovery
Regulations and Statutory Returns	Register of Board Members	Closure of company	Life of company	Life of company	Legal compliance – s.162 Companies Act 2006		Digital files	secure deletion/ data wiping to prevent recovery

Regulations and Statutory Returns	Register of shareholding members	Closure of company	Life of company	Life of company	Legal compliance – s.113 Companies Act 2006		Paper / Digital	secure deletion/ data wiping / shredding to prevent recovery
Regulations and Statutory Returns	Register of share certificates	Closure of company	Life of company	Life of company	Legal compliance – s.325 Companies Act 1984		Paper / Digital	secure deletion/ data wiping / shredding to prevent recovery
Regulations and Statutory Returns	Declaration of interest	Closure of company	Life of company	Life of company	Legal compliance – s.177 Companies Act 2006		Digital files	secure deletion/ data wiping to prevent recovery
Regulations and Statutory Returns	List of members (communities & Benefit Society')		Life of company	Life of company	Required by registrar of Friendly Societies		Paper / Digital	secure deletion/ data wiping / shredding to prevent recovery
STRATEGIC MANAGEMENT								
Strategic Management	Business Plans and Supporting Documentation	End of Business Plan Period	N/A	5 years	Best practice		Digital files	secure deletion/ data wiping to prevent recovery
INSURANCE								
Insurance	Current/former policies: - crime cover - engineering inspection - motor insurance - property damage - loss of commercial rent - housing contents - office contents - works in progress cover - business interruption cover - all risks cover - engineering insurance - personal accident for	End of policy term	Life of company	Life of company	Limitation can commence from knowledge of potential claim and not necessarily the cause of the claim. Legal compliance and best practice		Digital files	secure deletion/ data wiping to prevent recovery



	staff - professional indemnity - crime/fidelity cover							
Insurance	Certificate of Employers' Liability Insurance	End of policy term	N/A	40 years	Best practice: 2008 regulations removed requirement to retain for 40 years but need to be mindful of 'long tail' industrial disease claims, etc.		Digital files	secure deletion/ data wiping to prevent recovery
Insurance	Annual Insurance Schedule	End of policy term	N/A	Life of company	As current and former policies are kept permanently (above), schedules should be too. Best practice		Digital files	secure deletion/ data wiping to prevent recovery
Insurance	Claims and related correspondence	End of settlement	N/A	3 years	Best practice		Digital files	secure deletion/ data wiping to prevent recovery
Insurance	Indemnities and guarantees	End of term	5 years	6 years	Legal Compliance: Prescription and Limitation (Scotland) Act 1973		N/A	N/A

Part 2: Finance, Other Banking Records, Capital Assets

Document Overview		Retention Schedule			Document Management			
Function	Record Type	Retention Trigger	Minimum Retention Period	Recommended Retention Period	Reason for Retention	Information Asset Owner	Medium of Data	Disposal method
FINANCE								
Finance	Accounting records for limited company	End of financial year	6 years	6 years plus current financial year	Legal compliance: Companies Act Section 388 recommends 3 years. Taxes Management Act 1970 (TMA) Sec.20 (Taxes Management Act 1970) may require any documents relating to tax over 6 (plus) years		Digital files Paper records	secure deletion/ data wiping to prevent recovery cross-cut shredding or disposal via confidential waste services
Finance	Accounting records for Communities & Benefit Society' Society or Charity		N/A	6 years	Best practice		Digital files Paper records	secure deletion/ data wiping to prevent recovery cross-cut shredding or disposal via confidential waste services
Finance - Cheques and associated records	Cash books/sheets	End of Financial Year	6 years	6 years plus current financial year	Legal compliance and best practice: HM treasury guidelines, National Audit Office advice		Digital files	secure deletion/ data wiping to prevent recovery

Finance - Cheques and associated records	Petty cash records Postage/cash records Register of postage expenditure Postage paid record	End of Financial Year	2 years	2 years	Legal compliance and best practice: HM treasury guidelines, National Audit Office advice		Digital files Paper records	secure deletion/ data wiping to prevent recovery cross-cut shredding or disposal via confidential waste services
Finance - Cheques and associated records	Creditors' history records	End of Financial Year	6 years	6 years plus current financial year	Legal compliance and best practice: HM treasury guidelines, National Audit Office advice		Digital Email	secure deletion or data wiping to prevent recovery permanent deletion in line with retention schedules
Finance - Cheques and associated records	Statements of accounts outstanding	End of Financial Year	2 years	2 years	Legal compliance and best practice: HM treasury guidelines, National Audit Office advice		Paper Digital Email	cross-cut shredding or disposal via confidential waste services secure deletion or data wiping to prevent recovery permanent deletion in line with retention schedules
Finance - Cheques and associated records	Vouchers – claims for payment, purchase orders, requisition for goods and services, accounts payable, invoices and so on	End of Financial Year	6 years	6 years plus current financial year	Legal compliance and best practice: HM treasury guidelines, National Audit Office advice		Paper Digital	cross-cut shredding or disposal via confidential waste services secure deletion or data wiping to prevent recovery

							Email	permanent deletion in line with retention schedules
Finance - Cheques and associated records	Wages/salaries vouchers	End of Financial Year	6 years	6 years plus current financial year	Legal compliance and best practice: HM treasury guidelines, National Audit Office advice		Paper	cross-cut shredding or disposal via confidential waste services
							Digital	secure deletion or data wiping to prevent recovery
							Email	permanent deletion in line with retention schedules
Finance - Cheques and associated records	Nominal and subsidiary ledgers produced for the purposes of preparing certified financial statements or published information	End of Financial Year	6 years	6 years plus current financial year	Legal compliance and best practice: HM treasury guidelines, National Audit Office advice		Digital files	secure deletion/ data wiping to prevent recovery
Finance - Expenditure records	Cash books/sheets	End of Financial Year	6 years	6 years plus current financial year	Legal compliance and best practice: HM treasury guidelines, National Audit Office advice		Digital files	secure deletion/ data wiping to prevent recovery
Finance - Expenditure records	Other ledgers (such as contracts, costs, purchases)	End of Financial Year	2 years	2 years	Legal compliance and best practice: HM treasury guidelines, National Audit Office advice		Digital files	secure deletion/ data wiping to prevent recovery
Finance - Expenditure records	Journals – prime records for the raising of charges	End of Financial Year	6 years	6 years plus current financial year	Legal compliance and best practice: HM treasury guidelines, National Audit Office advice		Digital files	secure deletion/ data wiping to prevent recovery

Finance - Expenditure records	Journals – routine adjustments	End of Financial Year	2 years	2 years	Legal compliance and best practice: HM treasury guidelines, National Audit Office advice		Digital files	secure deletion/ data wiping to prevent recovery
Finance - Expenditure records	Trial balances - Year-end balances, reconciliations and variations to support ledger balances and published accounts	End of Financial Year	6 years	6 years plus current financial year	Legal compliance and best practice: HM treasury guidelines, National Audit Office advice		Digital files	secure deletion/ data wiping to prevent recovery
Finance - Receipts and revenue records	Debtors' records and invoices - debit notes rendered on debtors (such as invoices paid/unpaid, registers of invoices, debtors ledgers)	End of Financial Year	6 years	6 years plus current financial year	Legal compliance and best practice: HM treasury guidelines, National Audit Office advice		Digital files Paper records	secure deletion/ data wiping to prevent recovery cross-cut shredding or disposal via confidential waste services
Finance - Receipts and revenue records	Debits and refunds - Records relating to unrecoverable revenue, debts and overpayments (such as register of debts written off, register of refunds)	End of Financial Year	6 years	6 years plus current financial year	Legal compliance and best practice: HM treasury guidelines, National Audit Office advice		Digital files Paper records	secure deletion/ data wiping to prevent recovery cross-cut shredding or disposal via confidential waste services
Finance-Salaries and related records	Employee pay histories Note that the last three years' records must be kept for leavers, in either the personnel or finance records system, for the calculation of pension entitlement	End of Financial Year	6 years	6 years plus current financial year	Legal compliance and best practice: HM treasury guidelines, National Audit Office advice		Digital files Paper records	secure deletion/ data wiping to prevent recovery cross-cut shredding or disposal via confidential waste services



Finance-Salaries and related records	Copies of salaries/wages payroll sheets	End of Financial Year	2 years	2 years	Legal compliance and best practice: HM treasury guidelines, National Audit Office advice		Digital files Paper records	secure deletion/ data wiping to prevent recovery cross-cut shredding or disposal via confidential waste services
Finance - Financial Statements	Statements/summaries prepared for inclusion in quarterly/annual reports	End of Financial Year	6 years	6 years plus current financial year	Legal compliance and best practice: HM treasury guidelines, National Audit Office advice		Digital files Paper records	secure deletion/ data wiping to prevent recovery cross-cut shredding or disposal via confidential waste services
Finance - Financial Statements	Periodic financial statements prepared for management on a regular basis	End of Financial Year	1 year	1 year	Legal compliance and best practice: HM treasury guidelines, National Audit Office advice		Digital files	secure deletion/ data wiping to prevent recovery
Finance - Asset register financial records	Assets/equipment registers/records	End of Financial Year	6 years after asset or last one in the register is disposed of	6 years after asset or last one in the register is disposed of	Legal compliance and best practice: HM treasury guidelines, National Audit Office advice		Digital files	secure deletion/ data wiping to prevent recovery
Finance - Asset register financial records	Depreciation registers - Records relating to the calculation of annual depreciation	End of Financial Year	6 years after asset or last one in the register is disposed of	6 years after asset or last one in the register is disposed of	Legal compliance and best practice: HM treasury guidelines, National Audit Office advice		Digital files	secure deletion/ data wiping to prevent recovery
OTHER BANKING RECORDS								
Other Banking Records	Cancelled / Dishonoured Cheque	End of Financial Year	2 years	2 years	Legal compliance and best practice: HM treasury guidelines, National Audit Office advice		Digital files Paper records	secure deletion/ data wiping to prevent recovery cross-cut shredding or



								disposal via confidential waste services
Other Banking Records	Paid/presented cheques	End of Financial Year	6 years + current financial year	7 years	Legal compliance and best practice: HM treasury guidelines, National Audit Office advice		Digital files Paper records	secure deletion/ data wiping to prevent recovery cross-cut shredding or disposal via confidential waste services
Other Banking Records	Record of cheques drawn for payment	End of Financial Year	6 years + current financial year	7 years	Legal compliance and best practice: HM treasury guidelines, National Audit Office advice		Digital files Paper records	secure deletion/ data wiping to prevent recovery cross-cut shredding or disposal via confidential waste services
Other Banking Records	Bank deposit books/slips/butts	End of Financial Year	2 years	2 years	Legal compliance and best practice: HM treasury guidelines, National Audit Office advice		Digital files Paper records	secure deletion/ data wiping to prevent recovery cross-cut shredding or disposal via confidential waste services
Other Banking Records	Bank deposit summary sheets - Summaries of daily banking	End of Financial Year	2 years	2 years	Legal compliance and best practice: HM treasury guidelines, National Audit Office advice		Digital files	secure deletion/ data wiping to prevent recovery
Other Banking Records	Bank reconciliations files/sheets	End of Financial Year	2 years	2 years	Legal compliance and best practice: HM treasury guidelines, National Audit Office advice		Digital files	secure deletion/ data wiping to prevent recovery

Other Banking Records	Bank statements, periodic reconciliations	End of Financial Year	2 years	2 years	Legal compliance and best practice: HM treasury guidelines, National Audit Office advice		Digital files	secure deletion/ data wiping to prevent recovery
Other Banking Records	Electronic banking and electronic funds transfer	End of Financial Year	6 years	6 years	Legal compliance and best practice: HM treasury guidelines, National Audit Office advice		Digital files	secure deletion/ data wiping to prevent recovery
CAPITAL ASSETS								
Capital Assets	Capital Assets including all land, property, housing stock, corporate buildings, play areas, vehicles, equipment, fixtures & fittings >£400	Asset sold, transferred or disposed of	N/A	6 years	Legal compliance and best practice: HM treasury guidelines, National Audit Office advice		Digital files	secure deletion/ data wiping to prevent recovery
Capital Assets	Fixed Asset Register	N/A	Permanently	Permanently	Legal compliance and best practice: HM treasury guidelines, National Audit Office advice.		Digital files	secure deletion/ data wiping to prevent recovery

Part 3: Contracts and Agreements

Document Overview		Retention Schedule			Document Management			
Function	Record Type	Retention Trigger	Minimum Retention Period	Recommended Retention Period	Reason for Retention	Information Asset Owner	Medium of Data	Disposal method
CONTRACTS AND AGREEMENTS								
Contracts and Agreements	Contracts under seal and/or executed as deeds	Completion	12 years after completion (including any defects liability period)	12 years after completion (including any defects liability period)	Legal compliance: Prescription and Limitation (Scotland) Act 1973		Digital Files	Secure deletion or data wiping to prevent recovery
Contracts and Agreements	Contracts for the supply of goods or services, including professional services	Completion	5 years after completion (including any defects liability period)	6 years after completion (including any defects liability period)	Legal compliance: Prescription and Limitation (Scotland) Act 1973 12 years if related to land)		Digital Files	Secure deletion or data wiping to prevent recovery
Contracts and Agreements	Documentation relating to small one-off purchases of goods and services, where there is no continuing maintenance or similar requirement	After purchase	N/A	3 years. Suggested limit: goods or services up to £10,000	Best practice		Digital Files	Secure deletion or data wiping to prevent recovery
Contracts and Agreements	Loan agreements	Last payment	12 years after last payment	12 years after last payment	Best practice		Digital Files	Secure deletion or data wiping to prevent recovery



Contracts and Agreements	Licensing agreements	Expiry of agreement	5 years after expiry	6 years	Legal compliance: Prescription and Limitation (Scotland) Act 1973		Digital Files	Secure deletion or data wiping to prevent recovery
Contracts and Agreements	Rental and hire purchase agreements	Expiry of agreement	5 years after expiry	6 years	Legal compliance: Prescription and Limitation (Scotland) Act 1973		Digital Files	Secure deletion or data wiping to prevent recovery
Contracts and Agreements	Indemnities and guarantees	Expiry of agreement	5 years after expiry	6 years	Legal compliance: Prescription and Limitation (Scotland) Act 1973		Digital Files	Secure deletion or data wiping to prevent recovery
Contracts and Agreements	Documents relating to successful tender	End of contract	N/A	6 years	Best practice		Digital Files	Secure deletion or data wiping to prevent recovery
Contracts and Agreements	Documents relating to unsuccessful tenders	After notification	N/A	2 years after notification	Best practice		Digital Files	Secure deletion or data wiping to prevent recovery
Contracts and Agreements	Forms of tender	After notification	N/A	6 years	Best practice		Digital Files	Secure deletion or data wiping to prevent recovery



Part 4: Human Resources and Health & Safety

Document Overview		Retention Schedule			Document Management			
Function	Record Type	Retention Trigger	Minimum Retention Period	Recommended Retention Period	Reason for Retention	Information Asset Owner	Medium of Data	Disposal method
EMPLOYEES TAX AND SECURITY								
Tax and Social Security	Record of taxable payments; record of tax deducted or refunded; record of earnings on which standard NI Contributions payable; record of employer's and employee NI contributions	End of Financial Year	Not less than 3 years after the end of the financial year to which they relate	6 years	Legal Compliance: HM Revenue and Customs requires retention of each payment for 3 years. Income Tax (PAYE) Regulations 2003 (SI 2003/2682 Reg 97). The Income Tax (employments) Regulations 1993 (SI 1993/744) and amended 1996		Digital Files	Secure deletion or data wiping to prevent recovery
Tax and Social Security	NIC contracted out arrangements; Inland Revenue notice of code changes, pay and tax details.	End of Financial Year	Not less than 3 years after the end of the financial year to which they relate	6 years	Legal compliance: Income Tax (PAYE) Regulations 2003 (SI 2003/2682 Reg 97). The Income Tax (employments)		Digital Files	Secure deletion or data wiping to prevent recovery

					Regulations 1993 (SI 1993/744) and amended 1996. Taxes Management Act 1970		
Tax and Social Security	Copies of notices to employees (e.g. P45, P60)	End of Financial Year	Not less than 3 years after the end of the financial year to which they relate	6 years plus current financial year	Legal compliance: Income Tax (PAYE) Regulations 2003 (SI 2003/2682 Reg 97). The Income Tax (employments) Regulations 1993 (SI 1993/744) and amended 1996. Taxes Management Act 1970	Digital Files	secure deletion/ data wiping to prevent recovery
Tax and Social Security	HMRC notice of code changes, pay & tax details	End of Financial Year	6 years	6 years	Legal compliance: Taxes Management Act 1970	Digital Files	secure deletion/ data wiping to prevent recovery
Tax and Social Security	Expenses claims	End of Financial Year	3 years from the end of the tax year they relate to	6 years	Best practice: HMRC	Digital files	secure deletion/ data wiping to prevent recovery
Tax and Social Security	Record of sickness payments	On payment	6 years	6 years	Legal compliance: Taxes Management Act 1970 Inland Revenue require retention of each payment for 3 years. SSPR recommends 3 years following year to which they relate	Digital files	secure deletion/ data wiping to prevent recovery
Tax and Social Security	Record of maternity payments, statutory paternity pay, statutory shared	On payment	6 years	6 years	Legal compliance: The Statutory Maternity Pay (General) Regulations 1986	Digital files	secure deletion/ data wiping to prevent recovery

	parental pay and statutory adoption pay				(SI 1986/1960) as amended. The Statutory Paternity Pay and Statutory Adoption Pay (admin) Regulations 2002 (SI 2002/2820) and Statutory Shared Parental Pay (Admin) regulations 2014 (SI 2014/2929)			
Tax and Social Security	Income Tax and NI returns	End of Financial Year	Not less than 3 years after the end of the financial year to which they relate	6 years	Legal compliance: Income Tax (PAYE) Regulations 2003 (SI 2003/2682 Reg 97). The Income Tax (employments) Regulations 1993 (SI 1993/744) and amended 1996		Digital files	secure deletion/ data wiping to prevent recovery
Tax and Social Security	Redundancy details and record of payments & refunds	Date of redundancy	N/A	6 years	Best practice: CIPD recommended		Digital files	secure deletion/ data wiping to prevent recovery
Tax and Social Security	Revenue and Customs approvals	N/A	N/A	Permanently	Best practice: CIPD recommended		Digital files	secure deletion/ data wiping to prevent recovery
Tax and Social Security	Annual earnings summary	End of Financial Year	N/A	12 years	Best practice		Digital files	secure deletion/ data wiping to prevent recovery
Tax and Social Security	Payroll/ salary records, overtime, bonuses expenses etc.	End of Financial Year	Not less than 3 years after the end of the financial year to which they relate	3 years	Legal compliance: Income Tax (PAYE) Regulations 2003 (SI 2003/2682 Reg 97). The Income Tax (employments)		Digital files	secure deletion/ data wiping to prevent recovery

					Regulations 1993 (SI 1993/744) and amended 1996			
Tax and Social Security	Detailed returns of pension fund contributions; annual reconciliations of fund contributions	N/A	N/A	Permanently	Best practice		Digital files	secure deletion/ data wiping to prevent recovery
Tax and Social Security	Qualifying service details	After transfer or value taken	N/A	6 years	Best practice: CIPD recommended		Digital	secure deletion/ data wiping to prevent recovery
Tax and Social Security	Trade Union agreements	Date of cessation	N/A	10 years after ceasing to be effective	Best practice: CIPD recommended		N/A	N/A
Tax and Social Security	HMRC approvals	End of company	N/A	Life of company	Best practice: CIPD recommended		Digital files	secure deletion/ data wiping to prevent recovery
Tax and Social Security	Annual earnings summary	End of Tax Year	N/A	3 years from the end of the tax year to which they relate	Best practice: HMRC		Digital files	secure deletion/ data wiping to prevent recovery
HUMAN RESOURCES – PERSONNEL RECORDS								
Personnel Records	Terms and conditions of service, both general terms and conditions applicable to all staff, and specific terms and conditions applying to individuals	Leaving date	N/A	6 years	Legal compliance: *Limitation Act 1980 Limitation for legal proceedings		Digital files Paper records	secure deletion/ data wiping to prevent recovery cross-cut shredding or disposal via confidential waste services
Personnel Records	Benefits and Deductions (Service contracts for directors (companies))	Date of cessation of directorship	3 years	6 years	Best practice: ICSA		Digital files Paper records	secure deletion/ data wiping to prevent recovery cross-cut shredding or disposal via confidential waste services



Personnel Records	Remuneration package	Leaving date	N/A	6 years	Legal compliance: Limitations Act 1980		Digital files	secure deletion/ data wiping to prevent recovery
							Paper records	cross-cut shredding or disposal via confidential waste services
Personnel Records	Former employees' Human Resources files	Leaving date	N/A	6 years	Best practice: CIPD recommended		Digital files	secure deletion/ data wiping to prevent recovery
							Paper records	cross-cut shredding or disposal via confidential waste services
Personnel Records	References to be provided for former employees	Leaving date	N/A	6 years	Best practice: CIPD recommended		Digital files	secure deletion/ data wiping to prevent recovery
							Paper records	cross-cut shredding or disposal via confidential waste services
Personnel Records	Training Programmes	Leaving date	N/A	6 years	Best practice: CIPD recommended		Digital files	secure deletion/ data wiping to prevent recovery
							Paper records	cross-cut shredding or disposal via confidential waste services
Personnel Records	Individual Training Records	Leaving date	N/A	6 years	Best practice: CIPD recommended		Digital files	secure deletion/ data wiping to prevent recovery

							Paper records	cross-cut shredding or disposal via confidential waste services
Personnel Records	Short lists, interview notes and related application forms	Recruitment decision	N/A	1 year	Best practice: CIPD recommended		Digital files	secure deletion/ data wiping to prevent recovery
							Paper records	cross-cut shredding or disposal via confidential waste services
Personnel Records	Application forms of non-short-listed candidates	After notification	1 year	1 year	Legal compliance: SDA & RRA recommend 3 months Commission for Racial Equality and Equal Opportunities recommends 6 months.		Digital files	secure deletion/ data wiping to prevent recovery
							Paper records	cross-cut shredding or disposal via confidential waste services
Personnel Records	PVG certificate number	Date of clearance		3 years			Digital files	secure deletion/ data wiping to prevent recovery
			Date of clearance + up to a maximum of 6 months		Legal compliance practice (Home office)		Paper records	cross-cut shredding or disposal via confidential waste services
Personnel Records	Right to work documentation	Leaving Date	Duration of employment and 2 years after employment	2 years	UK GDPR and Data Protection Act 2018: Immigration, Asylum and Nationality Act 2006 (Sections 15-25)		Digital files	secure deletion/ data wiping to prevent recovery
							Paper records	cross-cut shredding or disposal via

								confidential waste services
Personnel Records	Timecards/ sheets	End of Financial Year	N/A	2 years	Best practice: CIPD recommended		Digital files	secure deletion/ data wiping to prevent recovery
							Paper records	cross-cut shredding or disposal via confidential waste services
HEALTH AND SAFETY								
Health & Safety	Medical records relating to control of asbestos	40 years continuous	40 years	40 years	Legal compliance: The Control of Asbestos at Work Regulations 2002 (SI 2002/ 2675). Also see the Control of Asbestos Regulations 2006 (SI 2006/2739) and the Control of Asbestos Regulations 2012 (SI 2012/632		Digital files	secure deletion/ data wiping to prevent recovery
							Paper records	cross-cut shredding or disposal via confidential waste services
Health & Safety	Health and safety assessments; records of consultations with safety reps	N/A	Permanently	Permanently	Legal compliance: Health and Safety at Work Act 1979		Digital files	secure deletion/ data wiping to prevent recovery
							Paper records	cross-cut shredding or disposal via confidential waste services
Health & Safety	Health and safety policy statements	N/A	Permanently	Permanently	Legal compliance: Health and Safety at Work Act 1979		Digital files	secure deletion/ data wiping to prevent recovery

VIEWPOINT

joy in later years

Health & Safety	Accident records, reports, accident books	Date of occurrence	3 years or until person is 21	3 years or until person is 21	Legal compliance: RIDDOR Limitation for legal proceedings RIDDOR 1995 and Prescription and Limitation (Scotland) Act 1973. Special rules apply concerning incidents involving hazardous substances.		Digital files Paper records	secure deletion/ data wiping to prevent recovery cross-cut shredding or disposal via confidential waste services
Health & Safety	Sickness records	Date of occurrence	3 years	6 years from date of sickness	Legal compliance: The Statutory Sick Pay (General) Regulations 1982 (SI 1982/894) as amended Professional Standards Agency		Digital files Paper records	secure deletion/ data wiping to prevent recovery cross-cut shredding or disposal via confidential waste services
Health & Safety	Health and safety statutory notices	Once compliant	5 years after compliance	6 years after compliance	Legal compliance: Prescription and Limitation (Scotland) Act 1973		Digital files Paper records	secure deletion/ data wiping to prevent recovery cross-cut shredding or disposal via confidential waste services

Part 5: Housing Applications and Tenancy Records

Document Overview		Retention Schedule			Document Management			
Function	Record Type	Retention Trigger	Minimum Retention Period	Recommended Retention Period	Reason for Retention	Information Asset Owner	Medium of Data	Disposal method
APPLICATIONS AND TENANCY RECORDS								
Application and Tenancy Records	Applications for accommodation	Offer accepted	N/A	6 years after offer accepted	Best practice: Limitation Act 1980, section 2		Digital	secure deletion or data wiping to prevent recovery
Application and Tenancy Records	Housing Benefit notifications		N/A	2 Years	Best practice: Recommendation from Chartered Institute of Housing. Good practice as per DWP guidance		Digital	secure deletion or data wiping to prevent recovery
Application and Tenancy Records	Rent statements		N/A	2 years	Best practice		Paper	cross-cut shredding or disposal via confidential waste services
Application and Tenancy Records	Tenants' tenancy Files, including rent payment records, and details of any complaints and harassment cases	Continuous	5 years	6 years	Legal compliance: Prescription and Limitation (Scotland) Act 1973		Paper	cross-cut shredding or disposal via confidential waste services

							Digital	secure deletion or data wiping to prevent recovery
							Email	permanent deletion in line with retention schedules
Application and Tenancy Records	Former tenants' Tenancy Agreements, and details of their leaving	End of tenancy	5 years	6 years	Legal compliance: Prescription and Limitation (Scotland) Act 1973		Paper	cross-cut shredding or disposal via confidential waste services
							Email	permanent deletion in line with retention schedules
Application and Tenancy Records	Care plans/ case files for adults and related documents	End of support	8 years from end of care. (Adult Social Care)	8 years from end of care. (Adult Social Care)	Legal compliance: Records Management Code of Practice for Health and Social Care 2016 Some documents may be transferred to subsequent caring agency.		Paper	cross-cut shredding or disposal via confidential waste services
							Digital	secure deletion or data wiping to prevent recovery
							Email	permanent deletion in line with

								retention schedules
Application and Tenancy Records	Documentation, correspondence and information provided by other agencies relating to special needs of current tenants		6 years	6 years	Best practice			<p>Paper</p> <p>cross-cut shredding or disposal via confidential waste services</p> <p>Digital</p> <p>secure deletion or data wiping to prevent recovery</p> <p>Email</p> <p>permanent deletion in line with retention schedules</p>
Application and Tenancy Records	Records relating to offenders, ex-offenders, and persons subject to cautions		2-5 years based of severity of crime	2-5 years based on severity of crime	Best practice: NACRO			<p>Digital</p> <p>secure deletion or data wiping to prevent recovery</p> <p>Email</p> <p>permanent deletion in line with retention schedules</p>
Application and Tenancy records	Sex offenders	End of tenancy	25 years or 6 years after termination of tenancy	25 years or 6 years after termination of tenancy	Best guidance			<p>Digital</p> <p>secure deletion or data wiping to prevent recovery</p> <p>Email</p> <p>permanent deletion in line with</p>

								retention schedules
Application and Tenancy Records	Safeguarding Referral		10 years	10 years	Legal compliance:			<p>Paper</p> <p>cross-cut shredding or disposal via confidential waste services</p> <p>Digital</p> <p>secure deletion or data wiping to prevent recovery</p> <p>Email</p> <p>permanent deletion in line with retention schedules</p>
Application and Tenancy Records	Safeguarding Records - Serious Case Review		Minimum of 364 days or when notified Home Office has closed DHR	Minimum of 364 days or when notified Home Office has closed DHR	Legal compliance: Records relating to child protection should be kept for 7 years after your organisation's last contact with the child and their family – NSPCC guidance			<p>Paper</p> <p>cross-cut shredding or disposal via confidential waste services</p> <p>Digital</p> <p>secure deletion or data wiping to prevent recovery</p> <p>Email</p> <p>permanent deletion in line with retention schedules</p>



PROPERTY RECORDS								
Property Records	Leases and deeds of ownership		N/A	15 years after expiry.	Best practice		Paper	cross-cut shredding or disposal via confidential waste services
							Digital	secure deletion or data wiping to prevent recovery
							Email	permanent deletion in line with retention schedules
Property Records	Copy of former leases	Settlement of all issues	12 years	12 years	Legal Compliance: Limitation for legal action relating to land or contracts under seal.		Paper	cross-cut shredding or disposal via confidential waste services
							Digital	secure deletion or data wiping to prevent recovery
							Email	permanent deletion in line with retention schedules

Property Records	Wayleaves, licences and easements	Rights given or received cease	12 years	12 years	Legal Compliance: Limitation for legal action relating to land or contracts under seal.		Paper	cross-cut shredding or disposal via confidential waste services
Property Records	Abstracts of title	Interest ceases	12 years after interest ceases	12 years	Legal Compliance: Limitation for legal action relating to land or contracts under seal.		Paper	cross-cut shredding or disposal via confidential waste services
							Digital	secure deletion or data wiping to prevent recovery
							Email	permanent deletion in line with retention schedules
							Digital	secure deletion or data wiping to prevent recovery
							Email	permanent deletion in line with retention schedules



Property Records	Planning and building control permissions	Interest ceases	12 years after interest ceases	12 years	Legal Compliance: Limitation for legal action relating to land or contracts under seal.		Digital Files	secure deletion or data wiping to prevent recovery
Property Records	Searches	Interest ceases	12 years after interest ceases	12 years	Legal Compliance: Limitation for legal action relating to land or contracts under seal.		Digital Files	secure deletion or data wiping to prevent recovery
Property Records	Property maintenance records		6 years	6 years	Legal Compliance: Limitation for legal action relating to land or contracts under seal.		Digital Files	secure deletion or data wiping to prevent recovery
Property Records	Reports and professional opinions		6 years	6 years	Legal Compliance: Limitation for legal action relating to land or contracts under seal.		Digital Files	secure deletion or data wiping to prevent recovery
Property Records	Development documentation	Settlement of all issues	12 years	12 years	Legal Compliance: Limitation for legal action relating to land or contracts under seal.		Digital Files	secure deletion or data wiping to prevent recovery
Property Records	Invoices		12 years	12 years	Legal Compliance: Limitation for legal action relating to land or contracts under seal.		Paper	secure deletion or data wiping to prevent recovery cross-cut shredding or disposal via confidential waste services

TECHNICAL AND RESEARCH RECORDS

Technical and Research	Technical and research records	After requirements have ended	N/A	12-15 years after requirements have	Best practice		Digital Files	secure deletion or
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								permanent deletion in line with retention schedules
PROPERTY SALES								
Home Ownership	New Sales applications	Offer accepted	6 years after offer accepted	6 years	Best practice: Limitation Act 1980, section 2		Digital	secure deletion or data wiping to prevent recovery
Property Sales	Registrations of interest	Sale of property	N/A	2 years	Best practice		Digital	secure deletion or data wiping to prevent recovery
Property Sales	Offer Details	Offer accepted	current year plus 6 years	6 years	Legal compliance: Estate Agency Act 1979		Digital	secure deletion or data wiping to prevent recovery
Property Sales	Completion documentation	Completion of Sale	12 years	12 years	Best practice		Digital	secure deletion or data wiping to prevent recovery
Property Sales	Post purchase questionnaire/ customer feedback	Date of creation	N/A	3 years	Best practice: National Archives guidance		n/a	n/a
Property Sales	Right to Buy/ Acquire files	Completion of Sale	12 years	12 years	Best practice		n/a	n/a

Part 6: Adult Care Records

Document Overview		Retention Schedule ¹			Document Management			
Function	Record Type	Retention Trigger	Minimum Retention Period	Recommended Retention Period	Reason for Retention	Information Asset Owner	Medium of Data	Disposal method
CARE SERVICES (INCLUDING RESIDENTIAL HOMES, HOME CARE AND HOUSING SUPPORT SERVICES)								
Care Services	Service file – care service management records: strategy, planning, monitoring, register of admissions and discharges, visitors books, meetings and correspondence	Current year	8 years	8 years	Best practice: Records Management Code of Practice - NHS Transformation Directorate (england.nhs.uk)		Paper Digital Email	cross-cut shredding or disposal via confidential waste services secure deletion or data wiping to prevent recovery permanent deletion in line with retention schedules
Care Services	Service user file: records documenting the preparation, review and revision of a personal plan for a service user, financial transactions undertaken for a service user, liaison with social workers regarding the type of care being provided to a service user or	Current year	8 years	8 years	Best Practice: Records Management Code of Practice - NHS Transformation Directorate (england.nhs.uk)		Paper Digital	cross-cut shredding or disposal via confidential waste services secure deletion or

¹ Retention periods assessed from a mixture of [Records Management Code of Practice - NHS Transformation Directorate \(england.nhs.uk\)](#) and Scottish Council on Archives Record Retention December 2022 Guidance

	problems with providing home care, administration of medicines to a service user.						Email	data wiping to prevent recovery permanent deletion in line with retention schedules
Care Services	Service user file: Personal Plans	Current year	8 years	8 years	Regulation of Care (Requirements as to Care Services) (Scotland) Regulations SSI 2002 No 114. Regulation 5 & Records Management Code of Practice - NHS Transformation Directorate (england.nhs.uk)		Paper Digital	cross-cut shredding or disposal via confidential waste services secure deletion or data wiping to prevent recovery
Care Services	Service user file: Records for service users. Name, address, date of birth Details of next of kin or person authorised to act on their behalf. Details of users general practitioner Date service was first provided	Current year	8 years	8 years	Regulation of Care (Requirements as to Care Services) (Scotland) Regulations SSI 2002 No 114. Regulation 19 (1) & Records Management Code of Practice - NHS Transformation Directorate (england.nhs.uk)		Paper Digital Email	cross-cut shredding or disposal via confidential waste services secure deletion or data wiping to prevent recovery permanent deletion in line with retention schedules

Care Services	Service user file: Details of any restraint used; Incidents detrimental to the health or welfare of a service user; Complaints, outcome and action taken; Money and valuables deposited by a service user / when returned/what used for; Date and time of death of any service user who has died including doctor certifying death; Details of medication without consent	Current year	8 years	8 years	Regulation of Care (Requirements as to Care Services) (Scotland) Regulations SSI 2002 No 114. Regulation 19 (3) & Records Management Code of Practice - NHS Transformation Directorate (england.nhs.uk)	Paper Digital Email	cross-cut shredding or disposal via confidential waste services secure deletion or data wiping to prevent recovery permanent deletion in line with retention schedules
Care Services	Care services records: Fire and emergency procedures.; Fire drills and alarm tests. Maintenance of equipment. Daily list of persons employed. Date and time of death of any service user who has died including doctor certifying death. Medicines kept on the premises.	Current year	8 years	8 years	Regulation of Care (Requirements as to Care Services) (Scotland) Regulations SSI 2002 No 114. Regulation 19 (3) & Records Management Code of Practice - NHS Transformation Directorate (england.nhs.uk)	Paper Digital Email	cross-cut shredding or disposal via confidential waste services secure deletion or data wiping to prevent recovery permanent deletion in line with retention schedules
Care Services	Records of persons employed: Full name, address, date of birth, qualifications, training and experience. Date of commencement. Date of termination	Retained as Personal File - See HR schedule			Regulation of Care (Requirements as to Care Services) (Scotland) Regulations SSI 2002 No 114.	Paper	cross-cut shredding or disposal via confidential waste services

	Positions held Registration (if appropriate) Any disciplinary action and outcome				Regulation 19 (2)		Digital Email	secure deletion or data wiping to prevent recovery permanent deletion in line with retention schedules
Care Services	Notification of death, illness and other events sent to the Care Inspectorate	Current year	8 Years	8 years	Regulation of Care (Requirements as to Care Services) (Scotland) Regulations SSI 2002 No 114. Records Management Code of Practice - NHS Transformation Directorate (england.nhs.uk) Regulation 21 &		Paper Digital Email	cross-cut shredding or disposal via confidential waste services secure deletion or data wiping to prevent recovery permanent deletion in line with retention schedules
Care Services	Notification of absence sent to the Care Inspectorate: Proposed absence of manager for a continuous period of more than 28 days.	End of period of absence	3 Years	3 years	Regulation of Care (Requirements as to Care Services) (Scotland) Regulations. SSI 2002 No 114. Regulation 22		Paper Digital	cross-cut shredding or disposal via confidential waste services secure deletion or data wiping to prevent recovery

							Email	permanent deletion in line with retention schedules
Care Services	Notification of changes sent to the Care Inspectorate: Change of provider. Change of manager Change of premises Change of name of an individual Change of ownership of a body corporate or identity of its officers. Change of identity of partners	Current year	3 years	3 years	Regulation of Care (Requirements as to Care Services) (Scotland) Regulations. SSI 2002 No 114. Regulation 23 (1)		Paper Digital Email	cross-cut shredding or disposal via confidential waste services secure deletion or data wiping to prevent recovery permanent deletion in line with retention schedules
Care Services	Notification of complaints procedure sent to the Care Inspectorate: Copy of complaints procedure	Until superseded	3 years	3 years	Regulation of Care (Requirements as to Care Services) (Scotland) Regulations SSI 2002 No 114. Regulation 25		Paper Digital	cross-cut shredding or disposal via confidential waste services secure deletion or data wiping to prevent recovery
Care Services	Notification from a care service to the Care Inspectorate: Notification of unfitness	Date of notification	5 years	5 years	Regulation of Care (Requirements as to Care Services) (Scotland)		Paper	cross-cut shredding or disposal via confidential waste services

					Regulations SSI 2002 No 114. Regulation 8		Digital	secure deletion or data wiping to prevent recovery
							Email	permanent deletion in line with retention schedules
Care Services	Notification from a care service to the Care Inspectorate: Appointment of a manager	Date of notification	5 years	5 years	Regulation of Care (Requirements as to Care Services) (Scotland) Regulations SSI 2002 No 114. Regulation 17		Paper	cross-cut shredding or disposal via confidential waste services
							Digital	secure deletion or data wiping to prevent recovery
							Email	permanent deletion in line with retention schedules
Care Services	Application by Local Authority to register a care service under s33(1)c Regulation of Care (Scotland) Act 2001: A statement that the local authority have determined that they must provide the service in order to fulfil a statutory duty; and A statement of the reasons for that determination (including	Until superseded	5 years	5 years	The Regulation of Care (Applications and Provision of Advice) (Scotland) Regulations 2002 SSI 2002/113(3)		Paper	cross-cut shredding or disposal via confidential waste services
							Digital	secure deletion or data wiping to prevent recovery

	identification of the statutory provisions which in the opinion of the local authority give rise to that duty).						Email	permanent deletion in line with retention schedules
Care Services	Statement of aims and objectives	Until superseded	5 years	5 years	Regulation of Care (Requirements as to Care Services) (Scotland) Regulations SSI 2002 No 114. Regulation 3		Paper Digital	cross-cut shredding or disposal via confidential waste services secure deletion or data wiping to prevent recovery
Care Services	Certificate of registration	Until superseded	5 years	5 years	Regulation of Care (Scotland) Act 2001. 2001 asp 8 Section 9 To be displayed on premises concerned.		Digital	cross-cut shredding or disposal via confidential waste services
Supporting Adults								
Supporting Adults	Register of adults with learning difficulties who received social work services.	Current year	100 years	100 years	Scottish Council on Archives Record Retention		Paper Digital	cross-cut shredding or disposal via confidential waste services secure deletion or data wiping to prevent recovery

Supporting Adults	Case file - adult with learning difficulties, where statutory measures were taken: Referral / Request for service or service transferred to another provider, Assessment and referral reports, Care plan, contact info of client (and carer where relevant)	1. Last action 2. Death of adult	10 years 5 years	10 years 5 years	Scottish Council on Archives Record Retention		Paper	cross-cut shredding or disposal via confidential waste services
Supporting Adults	Case file - adult with learning difficulties, where statutory measures were not taken: Referral / Request for service or service transferred to another provider, Assessment and referral reports, Care plan, contact info of client (and carer where relevant)	1. Last action 2. Death of adult	5 years 3 years	5 years 3 years	Scottish Council on Archives Record Retention		Digital	secure deletion or data wiping to prevent recovery
Supporting Adults	Register of adults with mental health problems who received social work services.	Current year	100 years	100 years	Scottish Council on Archives Record Retention		Email	permanent deletion in line with retention schedules
							Paper	cross-cut shredding or disposal via confidential waste services
							Digital	secure deletion or data wiping to prevent recovery
							Email	permanent deletion in line with retention schedules
							Paper	cross-cut shredding or disposal via confidential waste services

							Digital	secure deletion or data wiping to prevent recovery
							Email	permanent deletion in line with retention schedules
Supporting Adults	Case file - adult with mental health problems, where statutory measures were taken: Referral / Request for service or service transferred to another provider, Assessment and referral reports, Care plan, contact info of client (and carer where relevant)	1. Last action 2. Death of adult	10 years 5 years	10 years 5 years	Scottish Council on Archives Record Retention		Paper	cross-cut shredding or disposal via confidential waste services
							Digital	secure deletion or data wiping to prevent recovery
Supporting Adults	Case file - adult with mental health problems, where statutory measures were not take. Referral / Request for service or service transferred to another provider, Assessment and referral reports, Care plan, contact info of client (and carer where relevant)	1. Last action 2. Death of adult	5 years 3 years	5 years 3 years	Scottish Council on Archives Record Retention		Paper	cross-cut shredding or disposal via confidential waste services
							Digital	secure deletion or data wiping to prevent recovery
Supporting Adults	Case file - Occupational therapy. Referral / Request for service or service transferred to another	1. Last action 2. Death of adult	5 years 3 years	5 years 3 years	Scottish Council on Archives Record Retention		Paper	cross-cut shredding or disposal via

	provider, Assessment and referral reports, Care plan, contact info of client (and carer where relevant)						Digital	confidential waste services secure deletion or data wiping to prevent recovery
Supporting Adults	Register of adults with physical disabilities who received social work services.	Current year	100 years	100 years	Scottish Council on Archives Record Retention		Paper Digital	cross-cut shredding or disposal via confidential waste services secure deletion or data wiping to prevent recovery
Supporting Adults	Case file - physical disabilities. Referral / Request for service or service transferred to another provider, Assessment and referral reports, Care plan, contact info of client (and carer where relevant)	1. Last action 2. Death of adult	5 years 3 years	5 years 3 years	Scottish Council on Archives Record Retention		Paper Digital Email	cross-cut shredding or disposal via confidential waste services secure deletion or data wiping to prevent recovery permanent deletion in line with retention schedules

Supporting Adults	Case file - all other adults which do not fit into categories above. Referral / Request for service or service transferred to another provider, Assessment and referral reports, Care plan, contact info of client (and carer where relevant)	1. Last action 2. Death of adult	5 years 3 years	5 years 3 years	Scottish Council on Archives Record Retention	Paper Digital Email	cross-cut shredding or disposal via confidential waste services secure deletion or data wiping to prevent recovery permanent deletion in line with retention schedules
Supporting Adults	Plan of use of the service (Personal Plans)	Current Year	8 years	8 years	The Regulation of Care (Requirements as to Care Services) (Scotland) Amendment Regulations 2004. SSI 2004 No 94. Regulation 2 – Amends SSI 2002 No 114 as amended by SSI 2003 No 149 and SSI 2003 No 572. & Records Management Code of Practice - NHS Transformation Directorate (england.nhs.uk)	Paper Digital	cross-cut shredding or disposal via confidential waste services secure deletion or data wiping to prevent recovery
Supporting Adults	NHS/LA agreement	Current Year	8 Years	8 Years	The Community Care (Joint Working etc) (Scotland)	Paper	cross-cut shredding or disposal via

					Regulations 2002. SSI 2002 No 533 Regulations 2 (b), 3 (b) To be in writing Reg. 9 & Records Management Code of Practice - NHS Transformation Directorate (england.nhs.uk)		Digital	confidential waste services secure deletion or data wiping to prevent recovery
Supporting Adults	Part 9 Care Plan (under the Mental Health (Care and Treatment) (Scotland) Act 2003, Part 9 - Compulsion Orders). Retain on case file	Current year	8 years	8 years	Mental Health (Content and amendment of care plans) (Scotland) Regulations 2005. SSI 2005 No 309 & Records Management Code of Practice - NHS Transformation Directorate (england.nhs.uk)		Paper Digital	cross-cut shredding or disposal via confidential waste services secure deletion or data wiping to prevent recovery
Supporting Adults	Social Circumstances report - under the Mental Health (Care and Treatment) (Scotland) Act 2003. Retain on case file	Current year	8 years	8 years	Mental Health (Social Circumstances Reports) (Scotland) regulations 2005. SSI 2005 No 310 Regulation 2 & Records Management Code of Practice - NHS Transformation Directorate (england.nhs.uk)		Paper Digital	cross-cut shredding or disposal via confidential waste services secure deletion or data wiping to prevent recovery

Supporting Adults	Content of Part 9 Care Plan. Retain on case file	Current year	8 years	8 years	Mental Health (content and amendment of Part 9 care plans) (Scotland) Regulations 2005. SSI2005 No 312 Regulation 2 & Records Management Code of Practice - NHS Transformation Directorate (england.nhs.uk)	Paper Digital	cross-cut shredding or disposal via confidential waste services secure deletion or data wiping to prevent recovery
Supporting Adults	Interviews. Retain on case file	1. Last action 2. Death of adult	5 years 3 years	5 years 3 years	Adult Support and Protection (Scotland) Act 2007. 2007 asp10 Section 8	Paper Digital	cross-cut shredding or disposal via confidential waste services secure deletion or data wiping to prevent recovery
Supporting Adults	Medical examinations. Retain on case file	1. Last action 2. Death of adult	5 years 3 years	5 years 3 years	Adult Support and Protection (Scotland) Act 2007. 2007 asp10 Section 9	Paper Digital	cross-cut shredding or disposal via confidential waste services secure deletion or data wiping to prevent recovery

Supporting Adults	Request for records. Retain on case file	1. Last action 2. Death of adult	5 years 3 years	5 years 3 years	Adult Support and Protection (Scotland) Act 2007. 2007 asp10 Section 10. When not made during a visit then the request must be in writing This includes electronic means		Paper Email	cross-cut shredding or disposal via confidential waste services permanent deletion in line with retention schedules
Supporting Adults	Assessment orders (Issued by Sheriff. Expires 7 days from issue.). Retain on case file	1. Last action 2. Death of adult	5 years 3 years	5 years 3 years	Adult Support and Protection (Scotland) Act 2007. 2007 asp10 Section 11		Paper Digital Email	cross-cut shredding or disposal via confidential waste services secure deletion or data wiping to prevent recovery permanent deletion in line with retention schedules
Supporting Adults	Removal orders(Issued by Sheriff. Expires 7 days from issue.). Retain on case file	1. Last action 2. Death of adult	5 years 3 years	5 years 3 years	Adult Support and Protection (Scotland) Act 2007. 2007 asp10 Section 14		Paper Digital	cross-cut shredding or disposal via confidential waste services secure deletion or data wiping to prevent recovery

							Email	permanent deletion in line with retention schedules
Supporting Adults	Banning order. Retain on case file	1. Last action 2. Death of adult	5 years 3 years	5 years 3 years	Adult Support and Protection (Scotland) Act 2007. 2007 asp10 Section 19. Expires (a) On a specified date; (b) The date recalled; or (c) 6 months after it is granted		Paper Digital Email	cross-cut shredding or disposal via confidential waste services secure deletion or data wiping to prevent recovery permanent deletion in line with retention schedules
Supporting Adults	Report of a visit (It is assumed a report of a visit under Section 36 will be required). Retain on case file	1. Last action 2. Death of adult	5 years 3 years	5 years 3 years	Adult Support and Protection (Scotland) Act 2007. 2007 asp10. Section 36		Paper Digital email	cross-cut shredding or disposal via confidential waste services secure deletion or data wiping to prevent recovery permanent deletion in line with retention schedules

Supporting Adults	Adult Protection Committee. Procedures, practices, arrangements	Until superseded	5 years	5 years	Adult Support and Protection (Scotland) Act 2007. 2007 asp10 Section 42. Consider for permanent preservation in an archive. See Democracy schedule.	Paer Digital Email	cross-cut shredding or disposal via confidential waste services secure deletion or data wiping to prevent recovery permanent deletion in line with retention schedules
Supporting Adults	Adult Protection Committee. Minutes	Current year	5 years	5 years	Adult Support and Protection (Scotland) Act 2007. 2007 asp10 Section 42. Consider for permanent preservation in an archive. See Democracy schedule.	Paper Digital Email	cross-cut shredding or disposal via confidential waste services secure deletion or data wiping to prevent recovery permanent deletion in line with retention schedules
Supporting Adults	Records of the exercise of the withdrawer's powers. Retain on case file	1. Last action 2. Death of adult	5 years 3 years	5 years 3 years	Adult Support and Protection (Scotland) Act 2007. 2007 asp10. Section 30B	Paper	cross-cut shredding or disposal via confidential waste services

							Digital	secure deletion or data wiping to prevent recovery
							email	permanent deletion in line with retention schedules
Supporting Adults	Patient Care Record	1. 75th birthday 2. Death of adult	Recommend all records be retained until the 75th birthday or 25 years after date of death whichever is later	75 th birthday or 25 years after date of death, whichever is the later	Healthcare Improvement Scotland (requirements as to Independent Health Care Services) Regulations 2011. SSI 2011 No 182. Regulation 4		Paper	cross-cut shredding or disposal via confidential waste services
							Digital	secure deletion or data wiping to prevent recovery
Adults with Incapacity								
Adults with Incapacity	Complaints relating to Guardianship	Current year	5 years	5 years	Adults with Incapacity (Scotland) Act 2000. asp 4 Section 10		Paper	cross-cut shredding or disposal via confidential waste services
							Digital	secure deletion or data wiping to prevent recovery
							email	permanent deletion in line

								with retention schedules
Adults with Incapacity	Power of Attorney	Power of Attorney ceases	5 years	5 years	Adults with Incapacity (Scotland) Act 2000. 2000 asp 4 Section 15 The Adults with Incapacity (Certificate in Relation to Powers of Attorney) (Scotland) Regulations 2001. SSI 2001 No 80. To be in writing		Paper Digital	cross-cut shredding or disposal via confidential waste services secure deletion or data wiping to prevent recovery
Adults with Incapacity	Records – Attorneys A continuing or welfare attorney shall keep records of the exercise of his powers	Guardianship ceases	5 years	5 years	Adults with Incapacity (Scotland) Act 2000. 2000 asp 4 Sections 21, 30 To be in writing		Letter Digital email	cross-cut shredding or disposal via confidential waste services secure deletion or data wiping to prevent recovery permanent deletion in line with retention schedules
Adults with Incapacity	Statement of resident's affairs	Guardianship ceases	5 years	5 years	Adults with Incapacity (Scotland) Act 2000. 2000 asp 4. Section 43. To be in writing		Paper	cross-cut shredding or disposal via confidential waste services

							Digital	secure deletion or data wiping to prevent recovery
							email	permanent deletion in line with retention schedules
Adults with Incapacity	Intervention orders A person authorised under an intervention order shall keep records of the exercise of his powers.	Guardianship ceases	5 years	5 years	Adults with Incapacity (Scotland) Act 2000. 2000 asp 4. Section 53 (3), 54. To be in writing		Paper	cross-cut shredding or disposal via confidential waste services
							Digital	secure deletion or data wiping to prevent recovery
							Email	permanent deletion in line with retention schedules
Adults with Incapacity	Guardianship Order A guardian shall keep records of the exercise of his powers	Guardianship ceases	5 years	5 years	Adults with Incapacity (Scotland) Act 2000. 2000 asp 4. Sections 57, 65. To be in writing		Paper	cross-cut shredding or disposal via confidential waste services
							Digital	secure deletion or data wiping to prevent recovery

Adults with Incapacity	Management Plan	Guardianship ceases	5 years	5 years	Adults with Incapacity (Scotland) Act 2000. 2000 asp 4. Schedule 2-1. To be in writing	Paper Digital	cross-cut shredding or disposal via confidential waste services secure deletion or data wiping to prevent recovery
Adults with Incapacity	Inventory of estate	Guardianship ceases	5 years	5 years	Adults with Incapacity (Scotland) Act 2000. 2000 asp 4. Schedule 2 - 3. To be in writing	Paper Digital Email	cross-cut shredding or disposal via confidential waste services secure deletion or data wiping to prevent recovery permanent deletion in line with retention schedules
Adults with Incapacity	Accounts	Current financial year	5 years	5 years	Adults with Incapacity (Scotland) Act 2000. 2000 asp 4. Schedule 2 - 7 As prescribed by the Public Guardian	Digital Email	secure deletion or data wiping to prevent recovery permanent deletion in line with retention schedules

Adults with Incapacity	Medical treatment certificates	Death or Guardianship ceases	5 years	5 years	The Adults with Incapacity (Medical Treatment Certificates) (Scotland) Regulations 2002 SI 2002 No 208. Regulation 2. As per schedule		Paper Digital	cross-cut shredding or disposal via confidential waste services secure deletion or data wiping to prevent recovery
Adults with Incapacity	Certificate of Incapacity	Certificate lapses	5 years	5 years	The Adults with Incapacity (Management of Residents' Finances) (Scotland) Regulations 2003. SSI 2003 No 155. Regulation 2. To be in writing Schedule 1 & 2		Paper Digital	cross-cut shredding or disposal via confidential waste services secure deletion or data wiping to prevent recovery
Adults with Incapacity	Certificate of Incapacity	Certificate lapses	5 years	5 years	The Adults with Incapacity (Management of Residents' Finances) (No 2) (Scotland) Regulations 2003. SSI 2003 No 266. Regulation 2 To be writing. Schedules 2 & 2		Paper Digital	cross-cut shredding or disposal via confidential waste services secure deletion or data wiping to prevent recovery

VIEWPOINT
joy in later years



STATUTORY RETENTION PERIODS

The following represents an ever-changing list of retention periods. The list is not exhaustive. The list may need to be modified to suit your particular organisation

The main UK legislation regulating statutory retention periods is summarised below. If employers are in doubt, it's a good idea to keep records for at least 6 years to cover the time limit for bringing any civil legal action.

Accident books, accident records/reports

Statutory retention period: 3 years from the date of the last entry or, if the accident involves a child/young adult, then until that person reaches the age of 21. See below for accidents involving chemicals or asbestos.

Statutory authority: The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) (SI 1995/3163) as amended, and Limitation Act 1980. Special rules apply concerning incidents involving hazardous substances (see below).

Accounting records

Statutory retention period: 3 years for private companies, 6 years for public limited companies.

Statutory authority: Section 221 of the Companies Act 1985 as modified by the Companies Acts 1989 and 2006.

Income tax and NI returns, income tax records and correspondence with HMRC

Statutory retention period: not less than 3 years after the end of the financial year to which they relate.

Statutory authority: The Income Tax (Employments) Regulations 1993 (SI 1993/744) as amended, for example by The Income Tax (Employments) (Amendment No. 6) Regulations 1996 (SI 1996/2631).

Medical records and details of biological tests under the Control of Lead at Work Regulations

Statutory retention period: 40 years from the date of the last entry.

Statutory authority: The Control of Lead at Work Regulations 1998 (SI 1998/543) as amended by the Control of Lead at Work Regulations 2002 (SI 2002/2676).

Medical records as specified by the Control of Substances Hazardous to Health Regulations (COSHH)

Statutory retention period: 40 years from the date of the last entry.

Statutory authority: The Control of Substances Hazardous to Health Regulations 1999 and 2002 (COSHH) (SIs 1999/437 and 2002/2677).

Medical records under the Control of Asbestos at Work Regulations:

medical records containing details of employees exposed to asbestos and medical examination certificates

Statutory retention period: (medical records) 40 years from the date of the last entry; (medical examination certificates) 4 years from the date of issue.

Statutory authority: The Control of Asbestos at Work Regulations 2002 (SI 2002/ 2675). Also see the Control of Asbestos Regulations 2006 (SI 2006/2739) and the Control of Asbestos Regulations 2012 (SI 2012/632)



Medical records under the Ionising Radiations Regulations 1999

Statutory retention period: until the person reaches 75 years of age, but in any event for at least 50 years.

Statutory authority: The Ionising Radiations Regulations 1999 (SI 1999/3232).

Records of tests and examinations of control systems and protective equipment under the Control of Substances Hazardous to Health Regulations (COSHH)

Statutory retention period: 5 years from the date on which the tests were carried out.

Statutory authority: The Control of Substances Hazardous to Health Regulations 1999 and 2002 (COSHH) (SIs 1999/437 and 2002/2677).

Records relating to children and young adults

Statutory retention period: until the child/young adult reaches the age of 21.

Statutory authority: Limitation Act 1980.

Retirement Benefits Schemes – records of notifiable events, for example, relating to incapacity

Statutory retention period: 6 years from the end of the scheme year in which the event took place.

Statutory authority: The Retirement Benefits Schemes (Information Powers) Regulations 1995 (SI 1995/3103)

Statutory Maternity Pay records, calculations, certificates (Mat B1s) or other medical evidence

Statutory retention period: 3 years after the end of the tax year in which the maternity period ends.

Statutory authority: The Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960) as amended.

Wage/salary records (also overtime, bonuses, expenses)

Statutory retention period: 6 years.

Statutory authority: Taxes Management Act 1970.

National minimum wage records

Statutory retention period: 3 years after the end of the pay reference period following the one that the records cover.

Statutory authority: National Minimum Wage Act 1998.

Records relating to working time

Statutory retention period: 2 years from date on which they were made.

Statutory authority: The Working Time Regulations 1998 (SI 1998/1833).

RECOMMENDED (NON-STATUTORY) RETENTION PERIODS



For many types of HR records, there is no definitive retention period: it is up to the employer to decide how long to keep them. Different organisations make widely differing decisions about the retention periods to adopt. Employers must consider what a necessary retention period is for them, depending on the type of record.

The advice in this document is based on the time limits for potential UK tribunal or civil claims. The period is often a question of judgement rather than there being any definitive right answer.

In England and Wales, the Limitation Act 1980 contains a 6-year time limit for starting many legal proceedings. So, where documents may be relevant to a contractual claim, it's recommended that these are kept for at least a corresponding 6-year period. In Scotland the time limits are generally 5 years, as set out in the Prescription & Limitation (Scotland) Act 1973, as amended.

Actuarial valuation reports

Recommended retention period: permanently.

Application forms and interview notes (for unsuccessful candidates)

Recommended retention period: 6 months to a year. (Because of the time limits in the various discrimination Acts, minimum retention periods for records relating to advertising of vacancies and job applications should be at least 6 months. A year may be more advisable as the time limits for bringing claims can be extended. Successful job applicants documents will be transferred to the personnel file in any event.

Assessments under health and safety regulations and records of consultations with safety representatives and committees

Recommended retention period: permanently.

Inland Revenue/HMRC approvals

Recommended retention period: permanently.

Money purchase details

Recommended retention period: 6 years after transfer or value taken.

Parental leave

Recommended retention period: 5 years from birth/adoption of the child or 18 years if the child receives a disability allowance.

Pension scheme investment policies

Recommended retention period: 12 years from the ending of any benefit payable under the policy.

Pensioners' records

Recommended retention period: 12 years after benefit ceases.

Personnel files and training records (including disciplinary records and working time records)



Recommended retention period: 6 years after employment ceases.

Redundancy details, calculations of payments, refunds, notification to the Secretary of State

Recommended retention period: 6 years from the date of redundancy

Senior executives' records (that is, those on a senior management team or their equivalents)

Recommended retention period: permanently for historical purposes.

Statutory Sick Pay records, calculations, certificates, self-certificates

Recommended retention period: The Statutory Sick Pay (Maintenance of Records) (Revocation) Regulations 2014 (SI 2014/55) abolished the former obligation on employers to keep these records. Although there is no longer a specific statutory retention period, employers still have to keep sickness records to best suit their business needs. It is advisable to keep records for at least 3 months after the end of the period of sick leave in case of a disability discrimination claim. However, if there were to be a contractual claim for breach of an employment contract it may be safer to keep records for 6 years after the employment ceases.

Timecards

Recommended retention period: 2 years after audit.

Trade union agreements

Recommended retention period: 10 years after ceasing to be effective.

Trust deeds and rules

Recommended retention period: permanently.

Trustees' minute books

Recommended retention period: permanently.

Works council minutes

Recommended retention period: permanently.