

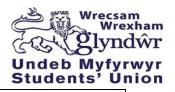
| Document description | Retention Period | Start of Retention Period | Examples of documentation | Relevant Legislation/ Legitimate Interest |
|-------------------------------------------------------|---------------------|------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| Accountancy Type Documents | | | | |
| Payments cash book or record of payments made | 6 years | Six years from the end of the financial year in which the transaction was made | Final Year Statements Management Accounts Invoices | Section 388(4)(a)(b) Companies Act 2006 Charities Act |
| Invoice – Capital Items | 10 years | 10 years from the end of the financial year in which the transaction was made or the life time of the item | Purchase Invoices | Companies Act/Charities Act and HMRC |
| Successful quotations for capital expenditure | 10+ years | 10 years from the end of the financial year in which the transaction was made or the life time of the item | Tender or quotation documents | For future business consideration |
| Banking documentation | 6 years | Six years from the end of the financial year in which the transaction was made | Bank paying in counterfoils Bank Statements Bank Reconciliation documents | Companies Act/Charities Act |
| Payroll Documentation (pay rol | · · | | | |
| All payroll documentation | 6+ years | Six years plus current tax year | Payslips | Taxes Management Act |
| Personnel files and training records | 6 years | After employment ceases | Personnel files and training records | Limitations Act 1980 |
| Redundancy details, calculations of payments, refunds | 6 years | After employment ceases | Personal Files Redundancy agreements | General Data Protection Regulation |
| Process of monitoring staff leave and attendance | 6 years | After employment ceases 2 years for manual records not stored in a HR/Payroll system | Sick leave Jury service Study leave Special and personal leave Flexitime sheets Leave applications Annual leave | General Data Protection Regulation |
| Statutory Maternity Pay records, calculations, | 3 Years | After the end of the tax year in which maternity period ends | Personal Files Medical Evidence | The Statutory Maternity Pay Regulations |



| certificates or other medical evidence | | | | |
|---------------------------------------------------------------------------|-------------|----------------------------------------------------------------|------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Statutory Sick Pay records, calculations, certificates, self-certificates | 3 Years | After the end of each tax year for Statutory Sick Pay purposes | Personal Files Medical Evidence | Statutory Sick Pay (General) Regulations |
| Recruitment Applications forms (for successful candidates) | 6 years | Retain on personal file. 6 years after employment ceases | Recruitment Advert Job Description Application From | General Data Protection Regulation Disability Discrimination Act 1995 and Race Relations Act 1976 |
| Applications forms (for unsuccessful candidates) | 6 months | Date of interview | Interview notes and application forms | Disability Discrimination Act 1995 and Race Relations Act 1976 recommend six months. One year limitation for defamation actions under Limitations Act |
| Accident records/reports | 3 years | After years after last entry or end of investigation if later | Accident reporting books, records, documentation etc | The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 |
| Organisation charts | Permanent | - | Organisation Chart | Historic / Commercial Value |
| Pensions scheme - next of kin/ expression of wish forms | 6 years | Six years after date of death | Pensions scheme - next of kin/ expression of wish forms | General Data Protection Regulation |
| Records relating to working time | 2 years | From date on which they were made | Personal Files Staff Handbook | The Working Time Regulations |
| Insurance Documents | | | | |
| Insurance Policies | 3 years | Three years after lapse | Insurance Policies | General Data Protection Regulation |
| Claims correspondence | 3 years | Three years after settlement | Claims correspondence | General Data Protection Regulation |
| Employer's Liability insurance certificate | 40 years | Start date of policy | Employer's Liability insurance certification | Employers' Liability (Compulsory Insurance) Regulations 1998 |
| Accident reports and relevant correspondence | 3 years | Three years after settlement | Accident reports and relevant correspondence | General Data Protection Regulation |
| Constitution | Permanently | All original and amended versions | Constitution | Historic / Commercial Value |



| Bye-Laws | Permanently | All original and amended | Bye Laws | Historic / Commercial Value |
|-------------------------------|-------------|----------------------------------|---------------------------------|------------------------------------|
| | | versions | | |
| Council passed policy | 5 years | Date of document superseded | AGM Policies | Historic / Commercial Value |
| | | or ceased | | |
| Memorandum of | Permanently | All original and amended | MoU | Historic / Commercial Value |
| Understanding | | versions | | |
| Trustee Board Minutes | Permanently | Signed/approved versions only | Trustee Board Minutes | General Data Protection Regulation |
| SU management procedures | 10 years | Date of document superseded | Management procedures | Historic / Commercial Value |
| and strategy | | or ceased | Strategic Plans | |
| Election Records | 2 years | After completion of the election | Nomination Forms | Education Act |
| | | | Election Results | |
| Students' Union Affiliations | 2 years | Current year + 2 years. | Affiliation Agreements | Education Act |
| Complaints against the | 6 years | After last action on complaint | Complaint Records | Education Act 1994. Limitation Act |
| Students' Union | | | | 1980 |
| Student discipline procedures | 6 years | Date of document superseded | Discipline procedures | Limitation Act 1980 |
| Student discipline records | 6 years | From date of Last action on | Student discipline records | General Data Protection Regulation |
| | | case | | Limitation Act 1980. |
| Student complaints | 1 year | Date of document superseded | Student complaints procedures | Limitation Act 1980 |
| procedures and guidance | | or ceased | | |
| Student complaints Formal | 6 years | After last action on complaint | Student complaints records | General Data Protection Regulation |
| | | | | Limitation Act 1980 |
| Student complaints Informal | 3 years | After Last action on case | Student complaints records | General Data Protection Regulation |
| | | | | Limitation Act 1980 |
| Welfare/Advice Services to | 6 years | Current year + 6 years | Records documenting the | Limitation Act 1980 |
| individual students | | | provision of Welfare/Advice | |
| | | | Services to individual students | |
| Membership Information | | | | |
| General register of members | | Kept only for the duration of | Membership record through | General Data Protection Regulation |
| | | membership | NUS Digital | |
| Society/Sport Membership | | Keep only for the duration of | Membership record through | General Data Protection Regulation |
| registration/Information | | the membership | NUS Digital | |



| Results of student surveys: summaries and analyses of responses | 3 years | From date of completion | Student Surveys results and analyses | Historic / Commercial Value |
|----------------------------------------------------------------------------|---------|----------------------------------------------------|----------------------------------------------------------------------------------------------------------|-----------------------------|
| Student Representative information (Course Reps) | 3 years | Current year + 3 years after office term has ended | Programme Representative course information | Historic / Commercial Value |
| Records of student volunteers | 3 years | Current year + 3 years after position has ended | Registration details Volunteer Role Descriptions | Historic / Commercial Value |
| Advice service case files and related documentation held within Advice Pro | 6 years | After Last action on case | Records documenting the provision of Welfare/Advice Services to individual students stored on Advice Pro | Limitation Act 1980 |