

WGSU Data and Document Retention Schedule

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 roll currently outsources)				
All payroll documentation	6+ years	Six years plus current tax year	Payslips	Taxes Management Act
Employee/personnel records				
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

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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 Form	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
Governance Documents				
Constitution	Permanently	All original and amended versions	Constitution	Historic / Commercial Value

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Council passed policy	5 years	Date of document superseded or ceased	AGM Policies	Historic / Commercial Value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SU management procedures and strategy	10 years	Date of document superseded or ceased	Management procedures Strategic Plans	Historic / Commercial Value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Student complaints procedures and guidance	1 year	Date of document superseded or ceased	Student complaints procedures	Limitation Act 1980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

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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