

Document Retention Policy

1. Scope

All Trevor, Ross, Greg and Jodie Hickton trading as Hickton Stonemasonry (Partnership) records, whether analogue or digital, are subject to the retention requirements of this procedure.

2. Responsibilities

- 2.1 The following roles are responsible for retention of these records because they are the information asset owners.
- 2.2 Asset owners are responsible for ensuring that all personal data is collected, retained and destroyed in line with the requirements of the General Data Protection Regulation.
- 2.3 Ross Hickton is responsible for retention of financial (accounting, tax) and related records.
- 2.4 Ross Hickton is responsible for retention of all HR records.
- 2.5 Jodie Hickton is responsible for retention of all Health and Safety records.
- 2.6 Ross Hickton is responsible for retention of all other statutory and regulatory records.
- 2.7 Ross Hickton and Jodie Hickton is responsible for storage of data in line with this procedure.
- 2.8 Ross Hickton is responsible for ensuring that retained records are included in business continuity and disaster recovery plans.

3. Procedure

- 3.1 The required retention periods, by record type, are recorded in the Retention Schedule under the following categories:
 - 3.1.1 Document/ Record produced
 - 3.1.2 Advised retention period
 - 3.1.3 Conditions/ Caveats
 - 3.1.4 Basis for decision
- 3.2 Each data asset that is stored is marked by the storing employee with the name of the record, the record type, the original owner of the data, the information classification, the method of storage, the required retention period, the planned date of destruction, and any other necessary information.
- 3.3 For all storage media (electronic and hard copy records), Hickton Stonemasonry Partnership retains the means to access that data.
- 3.4 For all electronic storage media, Hickton Stonemasonry Partnership does not exceed the manufacturer's recommended storage life. This is recorded in the Document Retention Schedule. When the maximum of the manufacturer's recommended storage life is reached, the stored data is copied onto new storage media.
- 3.5 The managing director and the Asset Owner are responsible for destroying data once it has reached the end of the retention period as specified in Document Retention

Document Retention Policy

Schedule. Destruction must be completed within 30 days of the planned retention period. Destruction is handled in line with the specified procedures.

3.6 Portable/removable storage media are destroyed in line with specified procedures.

Document Owner and Approval

Ross Hickton is the owner of this document and is responsible for ensuring that this procedure is reviewed in line with the review requirements of the General Data Protection Regulation.

A current version of this document is available to all members of staff on the shared network and is published in the employee handbook.

This procedure was approved by the Ross Hickton on 25th April 2017 and is issued on a version controlled basis under his signature.

Signature:

Date:

Change History Record

Issue	Description of Change	Approval	Date of Issue
1	Initial issue	Ross Hickton	25/04/2018
2			
3			

Document Retention Policy

Appendix A: Document retention schedule

Document/ Record produced	Advised retention period	Conditions/ Caveats	Basis for decision
<p>Removal instructions form</p> <p>Copy of funeral arrangement</p> <p>Emailed instruction details from office and / or staff member or client</p> <p>Stonemasonry order form</p> <p>Invoice</p> <p>Accountants invoice</p> <p>Proof layout letters</p> <p>Permit application forms</p> <p>Payment plans</p> <p>(paper based)</p>	N/A	Retained only in funeral home offices for a maximum of two years with the exception of payment plans or unpaid invoices	<p>Documents must be kept for reference purposes, unpaid masonry accounts.</p> <p>Once two-year period is up, paper documents are shredded</p>
<p>Removal instructions forms</p> <p>Copy of funeral arrangement</p> <p>Emailed instruction details from office and / or staff member or client</p> <p>Stonemasonry order form</p> <p>Invoice</p> <p>Accountants invoice</p> <p>Proof layout letters</p> <p>Permit application forms</p> <p>Payment plans</p> <p>Emails on smart phones</p> <p>(Digitally Scanned)</p>	N/A	Retained permanently on secure business server for future business needs including protection against litigation and customer complaint resolution.	Documents to be held permanently for future reference by family members who may wish to view memorial records.
Contracts	Throughout the contract period and 6 years afterwards	The start date of the retention period is the date of execution of the agreement.	Section 5 Limitation Act 1980
Insurance Policies, including but not limited to the following: public liability policies, product liability policies, employers	Indefinite retention period treat as permanent.	Employers Liability regulations 1998 call for a minimum of 40 years from start of insurance period.	Employers Liability (Compulsory Insurance) Regulations 1998 Limitations Act 1980

Document Retention Policy

liability policies, insurance schedules, group health policies, group personal accident policies, personal claims policies			
Company accounts, management accounts, and expenses	7 years from end of financial year.		Companies Act 2006 Finance Act 1998 VAT Act 1994
<ul style="list-style-type: none"> • Personal & training records (including longer disciplinary & grievance hearing notes) • Appointment & staff appraisal records • Redundancy records • Senior executive records • Payrolls & wage records • (including overtime, bonuses and expenses) • Statutory Sick pay records & calculations • Income Tax records (e.g. P45, P60, P58, P48) • Annual return of taxable pay & tax paid 	6 years from end of employment		
• CCTV Footage	Held on DVRs for 7 days after recording		Held in case of need to review footage, or crime committed in public area

You may wish to consider the following guidance when deciding an appropriate retention period:

Company Records (including Share Registration)

Retention Period

Certificate of incorporation	Permanently
Certificate of commence business	Permanently
Certificate of company change of name	Permanently
Board minutes (signed copy)	Permanently
Written resolutions of board	Permanently
Minute books	Permanently
Board committee minutes (signed copy)	Permanently
Minutes of general & class meetings	Permanently
Written resolutions of members/ sole member	Permanently

Agreement and Other Related Correspondence

Retention Period

All contracts with: customers, suppliers, agents	Permanently
Licensing agreements	10 years after expiry
Rental & hire-purchase	10 years after expiry
Indemnities & guarantees	10 years after expiry
Rental & hire-purchase	10 years after expiry
Indemnities & guarantees	10 years after expiry
Any other agreement or contract	10 years after expiry

Document Retention Policy

Deeds of title	Until sold or transferred
Leases	12yrs after termination & any terminal queries (e.g. Dilapidations) have been settled
Agreements with architects, builders	6yrs after completion
Patent and trade mark records	Life of company
Reports and opinions	10yrs after correspondence

Intellectual Property Records

Retention Period

Certificates of registration of trade/service marks	6yrs after cessation of registration
Intellectual property agreements & licenses	6 or 12yrs after expiry

Pension Records

Retention Period

All trust deeds & rules	Permanently or, if merged with another fund, 12yrs after merging
Trustees' minute books	Permanently or, if merged with another fund, 12yrs after merging
Accounts & supporting documents	6yrs from date accounts signed
Inland Revenue approvals	Permanently or, if merged with another fund, 12yrs after merging
Actuarial valuation reports	Permanently or, if merged with another fund, 12yrs after merging
Records of pensioners	12yrs after benefit ceases
Records of ex-pensioners	Permanently or, if merged with another fund, 12yrs after merging
Pension quotes to members	1yr after audit, as long as final quote is equal to pension paid
Money purchase details	6yrs after transfer or value taken 12yrs after final cessation of any benefit payable under the policy
Pension scheme investment policies of benefit	12yrs after settlement of claim or final cessation
Individual life policies under 'top hat' schemes	12yrs after cessation of benefit
Group health policies	12yrs after cessation of benefit
Group personal accident policies	6yrs after yr. in which event occurred
Documents relating to events specified in RBS (IP) 1995, regs 6,8,10 & 11	6yrs from end of scheme yr. in which benefits began
Documents relating to decision to allow retirement due to incapacity	6yrs from end of scheme yr. in which event occurred
Documents relating to events specified in RBS (IP) 1995, regs 15(4)	6yrs from end of scheme yr. in which event occurred

Banking Records, including Giro

Retention Period

Cheques, bills of exchange & other negotiable instruments	6yrs
Paying-in counterfoils	6yrs
Bank statements & reconciliations	6yrs
Foreign exchange rates	15yrs

Document Retention Policy

Instructions to banks 6yrs after ceasing to be effective

Insurance Records

Public liability policies	Permanently
Product liability	Permanently
Employers' liability policies	Permanently
Insurance schedules	7yrs
Group Health policies	12yrs after cessation of benefit
Group personal accident policies	12yrs after cessation of benefit
Personal claims	7yrs from date of claim
Other policies	Until claims under policy are barred

Retention Period

Accounting and Tax Records

To comply with the companies Act 1985 (this includes all subsidiary records to support annual accounts)	PLC – 6yrs after audit, Ltd – 3yrs after audit
Budgets & Periodic internal financial reports e.g. to board (Master)	2yrs
Taxations returns and records	10yrs
VAT records	6yrs
Income Tax & NI returns, including correspondence with Tax Office	3yrs after end of FY to which records related
Income & expenditure	7yrs

Retention Period

Employee Records

Personal & training records (including disciplinary & grievance hearing notes)	6yrs after employment ceases; could be longer with agreement of individual
Appointment & staff appraisal records	5yrs
Redundancy records	12yrs from date of redundancy
Senior executive records	Permanently
Payrolls & wage records (including overtime, bonuses and expenses)	6yrs
Statutory Sick pay records & calculations	3yrs after end of FY to which records relate
Income Tax records (e.g. P45, P60, P58, P48)	6yrs
Annual return of taxable pay & tax paid	6yrs

Retention Period

Contractual and Trust Agreements

Contracts under seal	12yrs after expiry
Under contracts	6yrs after expiry
Trust Deeds	Permanently

Retention Period

Health and Safety Records

Record of consultations with safety representatives & committees	Permanently
Training records relating to safety at work	Permanently
Occupational Health records Under COSHH Regulations	During employment
Records of assessments, maintenance, air monitoring, medical surveillance &	40yrs
	2yrs from date of last entry

Retention Period

Document Retention Policy

biological tests
Classifications data under Chemicals (Hazard Information & Packaging for Supply) Regulations 1994 3yrs

Transport Records

Retention Period

Drivers log books	5 years after completion
Vehicle mileage records	2 years after vehicle disposed of unless liability claims
Vehicle maintenance records	2 years after vehicle disposed of unless liability claims
MOT records	2 years after vehicle disposed of unless liability claims
Registration records	2 years after vehicle disposed of unless liability claims

Appendix B: Disposal considerations and guidance

Each of the following questions and related guidance should be considered prior to the disposal of any document.

- 1. Has the document been checked for type of document, recommended retention timescales in line with the schedules in this document and checked for confidentiality?**

Document Retention Policy

Check that the nature and contents of the document are suitable for disposal

2. Is retention required to fulfil statutory obligations or other regulatory obligations?

Specific legislation setting out mandatory retention periods for documentation held by Hickton Stonemasonry Partnership is limited but includes:

- The GDPR provides that data must be held for no longer than is necessary for the purposes for which the personal data is processed
- Standard contract law stands for 6 years following completion under the contact under the Limitations Act

Refer to the attached document retention schedules for relevant guidance

3. Is retention required for evidence?

Is there an outstanding insurance claim, pending legal action or the likelihood of either?

4. Is there a current business requirement or Subject Access Request (SAR) that needs this information?

5. Is retention required to meet any operational or business needs?

6. How is the document to be disposed of?

Ensure appropriate destruction certificates if applicable.

Appendix C: Template certificate

Department / division	Relevant authorizing manager
Email	Telephone

Document Retention Policy

RECORDS TO BE DESTROYED

Document type, name	Outwith retention period?	Authorisation received? Give relevant details.	Destruction date

Record destruction authorization name and signature: _____

Date: _____

Records destroyed by _____

Date: _____