Records Management and Retention Policy

Policy lead:	**Director of Quality**
Last review date:	December 2024
Next review date:	August 2027
Approval needed by:	**Audit and Risk Committee**

History of most recent Policy changes

Date	Page / Section	Change	Origin of Change e.g. TU request, Change in legislation
Autumn 2023	Whole document	Policy adoption	Former TLA policy
December 2024	All pages	TLP logo to replace TLA and reformat table 2	Periodic Policy review
	P4. Para 1.10	Correction of typographical error	
	P8. Sec 4.2	Revised disposal date of 6 months	
	P17. Sec 8.2	Explicit review deadline of 3 years	

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Policy Equality Impact Screening

Date of screening: **12 November 2024**						
Name of person completing screening: **Allan Howells**						
	Does this policy have the potential to impact on people in any of the identified groups?		What is the expected impact of this policy on any of the identified groups			Notes
	Yes	**No**	**Positive**	**Neutral**	**Negative**	
Age	X		X			The Records Retention Policy will ensure all records which include personal data and special category personal data (e.g. race, sex, religion) is held for no longer than Data Protection laws allow.
Disability	X		X			
Gender Reassignment	X		X			
Race or Ethnicity	X		X			
Religion or Belief	X		X			
Marriage	X		X			
Pregnancy/ Maternity	X		X			
Sex	X		X			
Sexual Orientation	X		X			
Carers / in-care	X		X			
Should the policy have a Full Equalities Impact Assessment? **No**						

1 Introduction

1.1 This policy sets out a structured approach to reviewing and destroying records in relation to The Learning Partnership (The Trust).

1.2 The retention period for each type of record is shown in the table below. In addition, data protection legislation makes it unlawful to keep the information when it is no longer needed for the purpose for which it is held. This requirement is uncertain and allows discretion and may vary according to the circumstances, but in practice it means that the Trust should promptly destroy the record once the retention period in the table below has been reached. Occasionally there may be special circumstances which mean that a record should be kept for longer (for example where there is a risk of litigation or a request from an outside body such as the Independent Inquiry into Child Sexual Abuse (IICSA) see below). The Trust should refer to its insurance policies and further legal advice should be sought in these circumstances.

1.3 The retention periods stated in the table below are the minimum storage requirements, in practice the Trust carries out a data cleanse of its files every 12 months. Accordingly, a 3 year retention period means 3 years plus up to 12 months to allow the Trust to securely dispose of the information.

1.4 Information must be securely deleted. This applies to paper records, electronic information and biometric information.

1.5 This policy does not apply to records connected with commercial activities.

1.6 The Trust will discuss document retention with its insurers (who may specify longer retention periods). If there is any conflict then any longer retention periods specified by the insurers should prevail.

1.7 If an email falls into one of the categories set out in the table then it should be filed centrally as soon as is reasonable.

1.8 "Routine" emails which do not fall into any of the categories in the table may be kept in inboxes for up to 1 year and should then be deleted. An example of a routine email is an internal email advising staff that the weekly meeting is cancelled.

1.9 Independent Inquiry into Child Sexual Abuse (IICSA):

(i) The IICSA has issued retention instructions to a range of institutions regarding records relating to the care of children. In light of this, we are advising schools to temporarily cease the routine destruction of those records which might be relevant to the Inquiry in case they are requested by the Inquiry or made subject to a disclosure order. This means that before destroying any document the Trust should consider if it contains information that may fall within the Inquiry's remit.

(ii) The range of documentation which might need to be kept is wide. It will include any information linked to alleged or established child sexual abuse, whether by staff, volunteers or pupils with no limitation date. For example, a list of pupils who attended an overnight school trip or admission registers which show which pupils were at the Trust at a given time. As such, documents should be kept for longer than the retention periods listed in the policy if

they concern information which might be relevant to the Inquiry. The Trust should therefore review the retention periods under each of the rows below in case they are relevant to IICSA.

(iii) Please note that the Trust should keep this under review so that it recommences document destruction at the appropriate time.

1.10 Archiving in the public interest:

(i) Section 12.2 of the policy provides for the retention of personal data for reasons of archiving in the public interest for an indefinite period. The Trust should only keep documents indefinitely for archiving if it is complying with the relevant aspects of data protection legislation as detailed below.

(ii) There is an archiving in the public interest exemption under the GDPR which allows personal data to be:

- kept for longer than usual; and
- used for purposes which are incompatible with the purposes for which it was originally obtained.

(iii) The Trust should satisfy itself that this exemption applies if it keeps personal data for archiving reasons. Broadly speaking, the exemption will apply if:

- the personal data is being kept for reasons of archiving in the public interest e.g. enabling academic historical research or genealogical research or enabling educational use;
- the personal data will not be used for the purposes of measures or decisions with respect to a particular data subject. For example, the personal data could not be used to check whether an individual was entitled to join the alumni association; and
- the use of the personal data is not likely to cause substantial damage or substantial distress to a data subject.

(iv) When relying on this exemption the Trust must put certain safeguards in place. What amounts to appropriate safeguards will depend on what information is being retained and you may wish to take legal advice on this point.

(v) The Trust should also be aware that a reference to the GDPR (albeit which is not legally binding) states that organisations which rely on this exemption should be under a legal obligation to archive and to provide access to the records. However, the National Archives' (a non-ministerial government department) position is that in the UK no such legal obligation is required and the archives do not need to be made publicly available.

(vi) The Trust should ensure that its privacy notices for staff, pupils and parents cover the retention of their personal data indefinitely for reasons of archiving in the public interest.

(vii) If the Trust has any questions or concerns about particular documents we would be pleased to advise further. Please note that this specific advice would fall outside of the fixed fee for this policy.

(viii) The Trust should also have particular regard to paragraph 1.9 above before destroying any records. If in doubt, legal advice should be sought.

1	**Pupils**			
1.1	Admission registers (however held)	Three years from the date of the last entry	Review for further retention in the case of contentious dispute SHRED/DELETE	Yes
1.2	Attendance registers (however held)	Three years from the date of the last entry	Review for further retention in the case of contentious dispute SHRED/DELETE including back-ups and copies	Yes
1.3	Child protection records	DOB of the pupil + 50 years	Review for further retention in the case of contentious dispute SHRED/DELETE **Notes** 1 Child protection information must be copied and sent under separate cover to the new school whilst the child is still under 18. Trusts should ensure secure transit and confirmation of receipt should be obtained 2 Where a child is removed from roll to be educated at home, the file should be copied to the Local Authority (**LA**) 3 In accordance with the terms of reference of the Independent Inquiry into Child Sexual Abuse all schools are required to retain information which relates to allegations (substantiated or not) of organisations and individuals who may have been involved in, or have knowledge of child sexual abuse or child sexual exploitation; allegations	No

			(substantiated or not) of individuals having engaged in sexual activity with, or having a sexual interest in, children; institutional failures to protect children from sexual abuse or other exploitation.	
1.4	Biometric information (e.g. fingerprints to be used as part of an automated biometric recognition system)	For as long as the Trust requires the information for the automated biometric recognition system	This information must not be kept for longer than it is needed. The information must be destroyed if the pupil no longer uses the system including when they leave the Trust, where the parent or pupil withdraws consent or the pupil objects to its use	No
1.5	Medical records held by the Trust	DOB of the pupil + 25 years; or Six years from the date of an incident which may become contentious if the pupil was 18 years old at the date of the incident whichever is the longer	Review for further retention in the case of contentious disputes SHRED/DELETE The 25 year period is based on the fact that once the child turns 18 years old they have a certain amount of time (known as a limitation period) in which to bring claims against the Trust. The longest of these limitation periods is six years, albeit that some periods can be extended by the courts	No
1.6	Counselling records held by the Trust	DOB of the pupil + 25 years; or Six years from the date of an incident which may become contentious if the pupil was 18 years old at the date of the incident whichever is the longer	Review for further retention in the case of contentious disputes SHRED/DELETE	No
1.7	Records held on the equivalent of a Students Personal Drive or My Documents Folder	One year from the date of leaving the Academy	SHRED / DELETE	No
2	**Pupil files**			

2. Retention Periods

2.1	Pupil files (including public examination scripts, marks & results)	DOB of the pupil + 25 years; or Six years from the date of an incident which may become contentious if the pupil was 18 years old at the date of the incident Whichever is the longer	Review for further retention in the case of contentious disputes, for example, parental complaints, disciplinary matters, pupil exclusions, bullying incidents and subject access requests SHRED/DELETE **Notes** 1 When reviewing pupil files, the Trust should have regard to other applicable sections of this policy 2 Any examination certificates left unclaimed should be returned to the appropriate Examination Board	No
2.2	Internal examination scripts, marks and results	Scripts: Scripts from weekly or monthly tests: Keep until the end of the next term, whichever is the longer Scripts from termly or yearly tests: Keep until the end of the next academic year. Marks & results: If the purpose of the test is to progress the child (either internally or externally) then keep marks & results in accordance with the retention periods and guidance set out in row 2.1 above. If the purpose of the test is for general internal assessment of academic performance then keep marks & results for the same period as the scripts themselves.	Keep for longer in accordance with the retention periods and guidance set out in row 2.1 above if risk of contentious disputes, for example, parental complaints, disciplinary matters, pupil exclusions, bullying incidents and subject access requests.	No

2.3	Special Educational Needs files, reviews and Individual Education Plans	DOB of the pupil + 25 years; or six years from the date of an incident which may become contentious if the pupil was 18 years old at the date of the incident whichever is the longer	Review for further retention in the case of contentious disputes SHRED/DELETE	No
2.4	Statement of Special Education Needs (**SEN**) and Education Healthcare (**EHC**) Plans	Statements of SEN (including appendices) and EHC Plans should never be retained once the pupil has left the Trust	SHRED/DELETE unless legal action pending The Statement / Plan belongs to the LA which makes and maintains the Statement / Plan	Yes
2.5	Letters authorising absence	Three years from the date of the last entry on the attendance register	SHRED/DELETE	No
3	**Permissions**			
3.1	Parental permission slips for school trips – where there has been no major incident, accident, injury or near miss involving anyone on the trip	Conclusion of the trip + three years	Review for further retention in the case of contentious disputes otherwise SHRED/DELETE	No
3.2	Parental permission slips for school trips – where there has been a major incident, accident, injury or near miss involving anyone on the trip	DOB of the pupil involved in the incident + 25 years; or Six years from the date of the incident if the pupil was 18 years old at the date of the incident Whichever is the longer	Review for further retention in the case of relevance to contentious disputes. The permission slips for all pupils on the trip may need to be retained to show that the rules had been followed for all pupils SHRED/DELETE	No
4	**Admission department**			
4.1	Admission documents, including enrolment forms	Six years from date of leaving the Trust	Review for further retention in the case of contentious disputes SHRED/DELETE	No

4.2	Admissions documents relating to applicants who did not join the Trust	Six months. If there is a risk that parents or a pupil might bring a claim against the Trust then the documents should be retained.	SHRED/DELETE The documents can be kept for as long as the Trust considers that they are required, subject to the Trust's obligation not to keep the documents for longer than is necessary	No
4.3	Documents relating to admission appeal proceedings	At least two years	Review for further retention in the case of relevance to contentious disputes. SHRED / DELETE	Yes
5	**Employment**			
5.1	Employment or personnel records, including contracts of employment, changes to terms and condition, disciplinary matters, grievance procedures	For at least six years after date of termination of employment For at least 12 years after date of termination if any of the documents were signed as a deed	If on a date no earlier than six years after the termination date there has been no recent contact from the relevant individual and no apparent breach of contract claim, dispose securely of documentation unless any child protection concerns. Records of anyone with child protection concerns (even if not proved) should be retained	No
5.2	Single central register (SCR)	the checks carried out on the personnel file instead and retain that in accordance with their retention policy. As there is no statutory requirement to keep this information in this form it should only be kept for as long as is necessary.	Review whether further retention is necessary. If so, these reasons must be documented. If not SHRED/DELETE As it ceases to be relevant for inspection purposes the Trust should consider and document why it is necessary to keep it for a particular length of time.	No
5.3	Records and documents relating to membership of and contributions to the Teachers' Pension Scheme	Indefinitely	Review whether further retention is necessary. Decisions in relation to the Teachers' Pension Scheme may have ramifications beyond six years, and may be queried at any time by members and the Teachers' Pension Scheme	No

5.4	Employment references received and references provided (where no safeguarding concerns have arisen or are known)	While employment continues and at least up to six years after employment terminates	Consider whether any recent reference requests for the relevant individual have been received. If any concerns are/have been raised by social services or other agencies see 5.5 below. If none, SHRED/DELETE	No
5.5	Employment reference where an individual's employment ended for a safeguarding reason or where safeguarding was outstanding at the time of termination	At least for 10 years after the person has retired or until the individual reaches the age of 75, whichever is the later	Consider whether any recent reference requests for the relevant individual or new concerns raised by social services or other agencies If none, SHRED/DELETE	Yes
5.6	Working time opt-out forms	Two years from the date on which they were entered into	SHRED/DELETE	Yes
5.7	Records to show compliance with the Working Time Regulations	Two years after the relevant period	SHRED/DELETE	Yes
5.8	Payroll and wage records. These include records of: •Details on overtime. •Bonuses. •Expenses. •Benefits in kind.	Six years from the financial year end in which payments are made	SHRED/DELETE	Yes
5.9	PAYE Records	Three years in addition to the current year (however it may be sensible to keep them for six years as they may fall within the definition of payroll and wage records).	SHRED/DELETE	Yes

5.10	Maternity/ paternity records. These include: •Records regarding Maternity payments made save for where those include payroll records. •Maternity certificates showing the expected week of confinement	Three years after the end of the tax year in which the maternity pay period ends	SHRED/DELETE	Yes
5.11	Sickness records required for the purposes of Statutory Sick Pay (**SSP**)	During employment and for a period of three years after employment has ended and to be kept separate from absence records which merely demonstrate the dates absent and not the health issue.	SHRED/DELETE	Yes
5.12	Records in relation to hours worked and payments made to workers	For a period of three years beginning with the last day of the following month to which the records relate	SHRED/DELETE	Yes
5.13	Consents for the processing of personal data and sensitive personal data (known as special category personal data under the GDPR)	For as long as the data is being processed and up to six years afterwards	SHRED/DELETE For consent to be valid it must be "freely given". This is often difficult to evidence in an employment context owing to the imbalance in the relationship between the Trust and the employee. Therefore, the Trust should be very careful before asking employees to consent to their data being used in a particular way. In the vast majority of cases it is not necessary to obtain the employee's consent before using their personal data.	Yes

5.14	Disclosure and Barring Service (**DBS**) checks and disclosures of criminal record forms	If the DBS is completed by the CLF and is clear the snapshot from protocol will be kept on employee personnel file or volunteer/visitor file. If the DBS is not completed by CLF and is clear the details will be recorded on a form which will be stored in volunteer/visitor file. If there are convictions on the DBS, this information will be recorded in a file note along with the rationale to proceed with recruitment. This will be recorded on employee personnel file or volunteer/visitor file. Candidates applying for roles will be asked to declare any relevant convictions. Details of these will be recorded in the application form and any interview notes.	As per above for Single Central Register (5.2) This will be destroyed when file is destroyed as per this retention policy. This will be destroyed when file is destroyed as per this retention policy. This will be destroyed when file is destroyed as per this retention policy. This will be destroyed when file is destroyed as per this retention policy.	Yes
5.15	Immigration checks	Throughout employment and then retained for two years after the termination of employment	SHRED/DELETE	Yes
5.16	Recruitment records of unsuccessful candidates	Six months after notifying unsuccessful candidates in order to demonstrate, if required, the fairness and transparency of the recruitment process	SHRED/DELETE	No
5.17	Personnel and training records	Whilst employment continues and up to six years after employment ceases	SHRED/DELETE	No
5.18	Annual leave records	Six years or possibly longer if leave can be carried over from year to year	SHRED/DELETE	No

5.19	Collective / workforce agreements	Permanently or six years after the agreement comes to an end	SHRED/DELETE	No
5.20	Works Council minutes	Permanently	N/A	No
5.21	An Employee's bank details	Until last payment made	SHRED/DELETE	No
5.22	Travel and subsistence claims.	Whilst employment continues and up to six years after employment ends	SHRED/DELETE	
5.23	Records of advances for season tickets and loans to employees	Whilst employment continues and up to six years after repayment or end of employment	SHRED/DELETE	No
5.24	Death Benefit Nomination and Revocation Forms	Whilst employment continues and up to six years after payment of benefit	SHRED/DELETE	No
5.25	Records held on the equivalent of a Staff members Personal Drive or My Documents Folder	One year from the date of leaving the Academy	SHRED / DELETE These directories should not include personal information about the staff member or pupils so should not form part of their employment record or details relating to safe guarding or pupil management.	No
6	**Health and safety information - employees**			
6.1	Reportable injuries, diseases and dangerous occurrences (**RIDDOR**) reports or own record	Three years from the date of record If disease - indefinitely (recommended)	Review for further retention in the case of enforcement action or contentious disputes SHRED/DELETE	Yes
6.2	First aid / accident book entry	Three years from the date of injury or last record in the book If disease - indefinitely	Review for further retention in the case of enforcement action or contentious disputes SHRED/DELETE	Yes

6.3	Records of maintenance, examination and test control measures relating to substances hazardous to health under the Control of Substances Hazardous to Health (**COSHH**) regime	Five years	Review for further retention in the case of enforcement action contentious disputes SHRED/DELETE	Yes
6.4	Health records for licensable asbestos work	At least 40 years from the date if the last entry	Review for further retention in the case of enforcement action contentious disputes. SHRED/DELETE	Yes
6.5	Medical surveillance certificate for licensable asbestos work	At least four years from the date it was issued	Review for further retention in the case of enforcement action contentious disputes SHRED/DELETE	Yes
6.6	Records of air monitoring for asbestos	Where a health record is required at least 40 years from the date if the last entry. In other cases at least five years from the date of the last entry		Yes
6.7	Records of examinations, tests and repairs carried out in respect of exhaust or respiratory protective equipment under the Control of Asbestos Regulations 2012 (CAR)	Five years	Review for further retention in the case of enforcement action contentious disputes SHRED/DELETE	Yes
6.8	Examination / report of defect for power presses	Two years	Review for further retention in the case of enforcement action or contentious disputes SHRED/DELETE	Yes
6.9	Records of water monitoring, inspection, testing, checks and control measures for legionellosis	Five years from the date of the last entry	Review for further retention in the case of enforcement action or contentious disputes SHRED/DELETE	Yes
7	**Health and safety information - pupils**			

7.1	Accident reports including first aid / accident book	DOB of the pupil involved in the incident + 21 years; or Three years from the date of an incident which may become contentious if the pupil was 18 years old at the date of the incident	Review for further retention in the case of enforcement action or contentious disputes SHRED/DELETE	No
7.2	Reportable injuries, diseases and dangerous occurrences (**RIDDOR**) reports or own record	Minimum statutory retention period is at least 3 years but, we recommend that the record is kept for DOB of the pupil involved in the incident + 21 years; or Three years from the date of an incident which may become contentious if the pupil was 18 years old at the date of the incident	Review for further retention in the case of enforcement action or contentious disputes SHRED/DELETE	Yes
7.3	Incident investigations and reports, risk assessments and other relevant documents where there has been an accident or incident	DOB of the pupil involved in the incident + 21 years; or Three years from the date of an incident which may become contentious if the pupil was 18 years old at the date of the incident	Review for further retention in the case of enforcement action or civil claims for personal injury SHRED/DELETE	No
8	**Generic health and safety records**			

8.1	Risk assessments, records of health and safety arrangements, copies of policies and procedures General records of health and safety auditing and monitoring including fire risk assessments, electrical testing, PAT testing and gas appliance testing Training records and copies of instructions or information Maintenance logs and / or records of plant and / or equipment plus safety manuals /notices / instructions Records of emergency evacuations and fire drills, fire safety risk assessments and fire safety policy / fire arrangements.	These should be kept for as long as they remain relevant - we recommend at least three years (in the absence of a specific accident, incident, dangerous occurrence or notifiable disease)	Review for further retention in the case of enforcement action or contentious disputes SHRED/DELETE	No

8.2	Copies of documents, including health and safety files, prepared pursuant to the Construction (Design and Management) Regulations 2015	To be decided by the Trust. Review after 3 years.- records should be retained as long as is reasonably necessary to inform on future construction projects at the Trust site	SHRED/DELETE	N/A
9	**Insurance**			
9.1	Insurance certificates and schedules of cover	Indefinitely	N/A	No
9.2	Correspondence with insurers related to specific accidents or incidents	Three years generally If the incident involved a pupil - DOB of the pupil involved in the incident + 21 years; or Three years from the date of an incident which may become contentious if the pupil was 18 years old at the date of the incident Disease claims or where there have been allegations of abuse - indefinitely	Review for further retention in the case of civil claims for disease or personal injury SHRED/DELETE	No
10	**Investigations, reviews and inquiries**			
10.1	Documents relevant to IICSA	Indefinitely	Review once the Inquiry has been completed. No deletion unless the school has received a formal notice from IICSA	No -

10.2	Internal reports and investigations into accidents / incidents Copies of reports submitted to external agencies / regulators such as Ofsted, Health and Safety Executive, Local Authority, Education and Skills Funding Agency etc External reports, reviews, investigations and inquiries for example inquests and public inquiries	To be decided by the Trust Where the investigation / inquiry / report has been necessitated as a result of a specific incident, these documents are stored centrally for at least three years where there is a risk of enforcement action and / or criminal prosecution and / or a civil claim. Where this relates to pupil DOB +21 years)	SHRED/DELETE Three years from the date of an incident which may become contentious if the pupil was 18 years old at the date of the incident.	No
11	**Alumni records**			
11.1	We recommend that alumni should be treated as employees for the purposes of health and safety records. Although this is not strictly necessary, (some of the health and safety requirements relating to employees do not apply to alumni), treating them the same can be considered good practice and may be more straightforward to implement in practice	As set out in section 6 above	As set out in section 6 above	No
11.2	General alumni correspondence, membership forms etc	Six years after the last time the individual contacted the Trust	SHRED/DELETE	No
11.3	Records of communication preferences (e.g. a record that an individual has asked not to unsubscribe from emails).	Will be kept indefinitely.	N/A	No
12	**Alumni records**			

12.1	We recommend that alumni should be treated as employees for the purposes of health and safety records. Although this is not strictly necessary, (some of the health and safety requirements relating to employees do not apply to alumni), treating them the same can be considered good practice and may be more straightforward to implement in practice	As set out in section 6 above	As set out in section 6 above	No
12.2	General alumni correspondence, membership forms etc	Six years after the last time the individual contacted the Trust	SHRED/DELETE	No
13	**Keeping information for longer**			
13.1	Records which do not contain personal data, for example, old photographs of Trust buildings, title deeds etc	Can be kept indefinitely	N/A	No
13.2	Records kept for reasons of archiving in the public interest. For example, such as old class photographs, lists of pupils attending the Trust in any given year, old prospectuses, newspaper cuttings etc	Will be kept indefinitely.	N/A	No
14	**CCTV, videos and photographs**			
14.1	CCTV footage	These should be retained for as long as the operating system of the CCTV permits, but no longer than 60 days.	DELETE Review for further retention if the recording may be required for any reason such as in relation to an incident or accident involving any person. If a subject access request has been made for the footage it must be retained until the SAR has been provided.	No

14.2	Photographs of pupils for internal administration purposes e.g. to identify the pupil or photographs used on security passes	These photographs should be retained for as long as they are required for the purpose for which they were taken.	SHRED/DELETE Review for further retention in the case of relevance to contentious disputes.	No
14.3	Photographs or videos of pupils taken for marketing reasons e.g. photographs for use in the Trust prospectus or a video of pupils on the Trust's website	These photographs and videos should be retained for as long as they are required for the purpose for which they were taken. .	SHRED/DELETE Review for further retention in the case of relevance to contentious disputes.	No
14.4	Photographs or videos of pupils used as part of the curriculum e.g. a video of a drama lesson/ performance or as part of an art project	These photographs and videos should be retained for as long as they are required for the purpose for which they were taken.	SHRED/DELETE Review for further retention in the case of relevance to contentious disputes.	No
15	**Governance Records**			
15.1	Minutes and paperwork of meetings: Members, Board, Academy Council, Sub-committees and Executive groups	Current school year + 6 years	SHRED/DELETE Review for further retention if the recording may be required for any reason such as in relation to the sponsor or conversion of an academy.	No
15.2	General correspondence	Current school year +6 years	SHRED/DELETE	No
15.3	Statutory Books	Current school year + 10 years	SHRED/DELETE	No
15.4	Register of Pecuniary interests for members, board and Councils	Current school year + 6 years	SHRED/DELETE Review for further retention in the case of relevance to reported conflicts of interest and related party transactions.	No
16	**Finance Records**			

16.1	Bank deposit records Bank reconciliations Bank statements Petty cash records Creditor's invoices/credit notes - paper files Creditor's statements Refunds Requisition records	End of Financial year + 2 years	SHRED / DELETE	Yes
16.2	Cash register records and reconciliations Revenue records Debtor's records and invoices/credit notes - electronic copies. Debts written off Purchase order records Asset registers Depreciation registers Financial statements ParentPay, Tucasi etc. statements Bursary payment records Remittance advice Subsidiaries Nominal ledger payments	End of Financial year + 6 years	SHRED / DELETE	Yes
17	**Payroll Reports**			
17.1	Salary records (copies from HR)	End of Financial year + 2 years	SHRED / DELETE	No
17.2	Payroll journals	End of Financial year + 6 years	SHRED / DELETE	No