



Retention Periods for Records Policy

May 2018

Service Six has a legal duty to keep clients' details for a reasonable time, following guidance from the NHS Code of Practice, Department of Health, Public Records Act, BACP, Limitation Act 1980, Chartered Institute of Personnel and Development, DBS Code of Practice, Taxes Management Act 1970, Social Security Regulations 1979

CLIENT RECORDS	
Record Type	Minimum Retention Period
Adoption Records	75th anniversary of the date of birth of the child to whom it relates or, if the child dies before attaining the age of 18; 15 years beginning with the date of the 18th birthday
Client Records (Health records); compiled by employees and associates of Service Six	Retain for 8 years the period of time appropriate to the client, eg children's records should be retained as per the retention period for the records of children and young people;
Children and Young People; All types of records relating to children and young people	Retain until the client's 25th birthday or 26th if young person was 17 at conclusion of service,
Clinical Audit Records	5 years
Complaints; Correspondence, Investigation and Outcomes	10 years from completion of action
Counselling Records	30 years
Diaries	2 years after end of year to which diary relates. Client relevant information should be transferred to the client record
Safeguarding/Child Protection Register (records relating to)	Retain until the client's 26 th Birthday
FINANCIAL RECORDS	
Record Type	Minimum Retention Period
Accounts – annual (final, one set only)	30 years
Accounts – minor records (e.g. working papers, paying-in-slips, accounts of petty cash, expenditures, income records etc)	3 years from completion of audit
Audit Records - original	2 years from completion of audit
Bank Statements	2 years from completion of audit
Banks Automated Clearing System (BACS) records	6 years after year end
Bills, receipts, cleared cheques	6 years
Financial records not covered else where	6 years after end of financial year to which they relate
Income tax and National Insurance returns/records	At least 3 years after the end of the tax year to which they relate
PAYE records	6 years after termination of employment
Payroll (e.g list of staff in the pay of the organisation)	6 years after termination of employment

ADMINISTRATIVE RECORDS	
Record Type	Minimum Retention Period
Accident / Incident Forms; Reporting of Injuries, Diseases and Dangerous Occurrences	3 years after the date the records was made
Agendas of Board and Committee Meetings	30 years (master copies, associated papers)
Contract Monitoring reports/ records	5 years from the date the record/report was made
Diaries (OFFICE)	1 year after end of calendar year to which they refer
Health & Safety Documentation	3 years
History of Organisation or predecessors; Its organisation and procedures	30 years
Freedom Of Information requests	3 years after full disclosure; 10 years if information is redacted or the information requested is not disclosed
Project files	6 years
Quality assurance records (e.g. Safeguarding Audit S11, Trustee Visits, BACP etc)	12 years
Reports (major, such as Annual reports)	30 years
Serious Incident Files	30 years
Statistics	3 years from date of submission
Subject Access Requests	3 years after last action
Time Sheets	6 months
Papers of minor or short-lived importance not covered elsewhere, eg: advertising matter, covering letters, reminders, letters making Appointments etc	2 years after the settlement of the matter to which they relate
HR RECORDS	
Record Type	Minimum Retention Period
DBS checks (successful)	For the live time of the employment
DBS checks (unsuccessful)	6 months
Job advertisement	1 year
Job applications (successful)	3 years after termination of employment
Job applications (unsuccessful)	1 year
Personnel HR Records; Letters of appointment, contracts, references, related correspondence, training records, etc	6 years after termination of employment
Occupational Health records (staff)	3 years after termination of employment unless litigation ensues
Redundancy details, calculations of payments, refunds, notification to the Secretary of State	6 years after employment ends
Statutory Maternity Pay (SMP) records	3 years after the end of the tax year to which they relate
Statutory Sick Pay (SSP) records	3 years after the end of the tax year to which they relate
Time sheets	6 months
Wages/salary records	6 years after termination of employment