

Cernach Housing Association



Document Retention Policy

The following table lists the principal documentation which Cernach Housing Association should keep, together with details of statutory retention periods, retention source(s) and recommended retention periods. This schedule has been developed with reference to the National Housing Federation's guidance on Document Retention for Housing Associations and also The Scottish Council on Archives Records Retention Schedules. The requirements of the General Data Protection Regulations have been considered in the development of this schedule.

1. Introduction

It is recognised that it is good practice for the Association to establish a schedule of timescales for retention and disposal of the data that we hold In terms of:

- Our obligations in line with the General Data Protection Regulations which come into force on 25th May 2018, and any subsequent data protection legislation enacted by the United Kingdom government as part of future withdrawal from the European Union.
- Our requirement to retain certain documents in the event of future legal claims either by the Association or taken against the Association. Retention periods therefore need to be established with reference to the timescales set out in the Prescription and Limitation (Scotland) Act 1973.

- Storing documents is expensive in terms of both physical and digital space, finance and other resources.

1.1 This schedule sets out the length of time that our records and other documents should be held by the Association

1.2 All data when no longer required must be disposed of confidentially in line with the Association's confidential waste disposal procedures. The Association holds confidential waste in dedicated secured containers within our premises and is disposed of by our confidential waste disposal contractor who has entered into a data sharing agreement with the Association to handle our confidential waste in line with our explicit instructions.

1.3 Legal advice will be obtained with regard to the admissibility of electronically formatted documents for court of law purposes before disposing of an original hard copy document where original documents may be essential for legal proceedings.

DOCUMENT RETENTION SCHEDULE – CONTRACTS & TENDERS

CONTRACTS & AGREEMENTS				
DOCUMENT	RETENTION PERIOD	INFORMATION STORED	COMMENTS	
Contracts under Seal and/or Executed as Deeds	12 years after completion (including any defects liability periods)	Paper and electronic	Recommended Retention Period	Limitation for Legal Proceedings)
Contracts for the Supply of Goods or Services over £10,000 (including professional and/or consultancy services)	6 years after completion	Paper and electronic	Recommended Retention Period	Limitation for Legal Proceedings)
Contracts for the Supply of Goods or Services over £10,000 relating to Land (including professional and/or consultancy services)	12 years	Paper and electronic	Recommended Retention Period – Limitation for Legal Proceedings)	
Documentation relating to purchases of goods and supplies up to £10,000 where there is no continuing maintenance or similar requirement	3 years	Electronic	Recommended Retention Period/Best Practice	
Rental and Hire Purchase Agreements	6 years after expiry	Electronic	Recommended Retention Period	Limitation for Legal

Licensing Agreements	6 years after expiry	Electronic	Recommended Retention Period	Proceedings) Limitation for Legal Proceedings)
Indemnities & Guarantees	6 years after expiry		Recommended Retention Period	Limitation for Legal Proceedings)

TENDERS				
DOCUMENT	RETENTION PERIOD		COMMENTS	
Documents relating to Successful Tenders	6 years after end of contract		Best Practice	
Documents Relating to Unsuccessful Tenders	2 years after notification		Best Practice	
Forms of Tender	6 years		Best Practice	
Register of Tenders	Permanently		Best Practice	

DOCUMENT RETENTION – CORPORATE SERVICES

STATUTORY RETURNS				
DOCUMENT	RETENTION PERIOD	INFORMATION HELD	COMMENTS	
Annual Returns to the Scottish Housing Regulator	5 years		Recommended Retention Period/Best Practice	
Annual Returns to the Scottish Housing Regulator - Working papers	5 years		Recommended Retention Period/Best Practice	
Audited Company Returns and Financial Statements (including I & P Societies' Annual Returns to Registrar of Friendly Societies	Permanently		Recommended Retention Period/Best Practice	

REGISTRATIONS				
DOCUMENT	RETENTION PERIOD		COMMENTS	
Declarations of Interest	6 years		Recommended Retention Period/Best Practice - Limitation for Legal Action	Companies Act 2006
Register of Use of Seals	Permanently		Recommended Retention Period/Best Practice	
Register of Share Certificates	Permanently		Recommended Retention Period/Best Practice	
List of Members	Permanently		Recommended Retention Period–	Required by Registrar of Friendly Societies

Register of Directors and secretaries	Permanently			CA
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INCORPORATION DOCUMENTS				
DOCUMENT	RETENTION PERIOD		COMMENTS	
Certificate of Change of Company Name	Permanently		Recommended Retention Period/Best Practice	Implied by CA2006, sec 80
Memorandum and Articles of Association (original)	Permanently		Recommended Retention Period/Best Practice	
Memorandum and Articles of Association (current)	Permanently		Statutory Retention Period	
Governance Documentation	Permanently		Recommended Retention Period/	Required for Charitable Status
Constitution, Aims & Objectives	Permanently		Recommended Retention Period/Required for Charitable Status	Required for Charitable Status
Confirmation Letter of Charitable Registration	Permanently		Recommended Retention Period/Best Practice	

Date Reviewed: September 2021

Registration Documentation (I & P Societies)	Permanently		Statutory Retention Period	Industrial & Provident Societies Act 1965
Certificate of Registration with the Scottish Housing Regulator/Scottish Homes	Permanently		Recommended Retention Period/Best Practice	

CHARITABLE DOCUMENTATION				
DOCUMENT	RETENTION PERIOD		COMMENTS	
Deed of Covenant	6 years after last payment 12 years after last payment		Statutory Retention Period - Limitation for Legal Proceedings	Taxes Management Act 1970
Deed of Covenant Relating to Land	12 years after last payment		Recommended Retention Period – Limitation for Legal Proceedings	Taxes Management Act 1970
Index of Donations Granted	6 years		Recommended Retention Period/Best Practice	
Account Documentation	3 years (paper) statutory 6 years (electronic) recommended		Statutory Retention Period Recommended Retention Period/Best Practice	Companies Act 2006

DOCUMENT RETENTION SCHEDULE - FACTORING

FACTORING				
DOCUMENT	RETENTION PERIOD	INFORMATION HELD	COMMENTS	
Title Deeds	Permanently		Recommended Retention Period/Best Practice	
Invoices	6 years	Electronic	Recommended Retention Period/Best Practice	
Arrears Letters	6 years after sale	Electronic	Recommended Retention Period/Best Practice	
General Correspondence	1 year after sale	Electronic	Recommended Retention Period/Best Practice	
Complaints & Investigation Notes	3 years	Electronic	Recommended Retention Period/Best Practice	
Legal Advice	Permanently	Electronic	Recommended Retention Period/Best Practice	
Owners' Insurance Claims	2 years after settlement		Recommended Retention Period/Best Practice	

DOCUMENT RETENTION SCHEDULE - FINANCE

INSURANCES				
DOCUMENT	RETENTION PERIOD	INFORMATION HELD	COMMENTS	
Current & Former Policies	Permanently		Recommended Retention Period – Liability can commence from knowledge of potential claim not time of the incident that was the cause of the claim	
	N.B Committee must annually re-affirm formally their continuation of the Voluntary Board Members Liability Policy			
Annual Insurance Schedule	6 years		Recommended Retention Period	
Claims and Related Correspondence	2 years after settlement		Recommended Retention Period by Zurich Municipal	
Indemnities & Guarantees	6 years after expiry		Recommended Retention Period - Limitation for Legal Proceedings	
Group Health Policies	12 years after cessation of benefit			Best Practice
Employers Liability Insurance Certificate	Permanent – it is arguable that it is in the best interests of an employer to retain insurance certificates		Recommended Retention Period	EL(CI)(A)R2008 - The 2008 Regulations removed the requirement for employers to retain their

				certificates for a 40 year period, however need to be mindful of 'long tail' industrial disease claims etc.
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BANKING RECORDS				
DOCUMENT	RETENTION PERIOD	INFORMATION HELD	COMMENTS	
Cheques	6 years		Recommended Retention Period - Limitation for Legal Proceedings	
Paying-In Counterfoils	6 years		Recommended Retention Period - Limitation for Legal Proceedings	
Bank Statements & Reconciliations	3 years (from the end financial year the transaction was made) statutory 6 years (recommended)		Statutory Retention Period Recommended Retention Period - Limitation for Legal Proceedings	Companies Act 2006
Instructions to Banks	6 years		Recommended Retention Period – Limitation for Legal Proceedings	

Loan Agreements	12 years after last payment		Recommended Retention Period/Best practice	
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FINANCE, ACCOUNTING & TAX RECORDS				
DOCUMENT	RETENTION PERIOD	INFORMATION HELD	COMMENTS	
Accounting Records for I & P Society or Charity	6 years		Statutory Retention Period Required by the Registrar of Friendly Societies and OSCR	Charities & Trustee Investment (Scotland) Act 2005
Accounting Records for Limited company	6 years			
Balance Sheets and supporting documents	6-10 years		Recommended Retention Period/Best Practice To relate to accounting records	
Loan Account Control Reports	6 years		Recommended Retention Period/Best Practice	
Social Housing Grant documentation	6 years		Recommended Retention Period/Best Practice	
HAG documentation	Permanently		Recommended Retention Period/Best Practice	
Signed copy of Report and	Permanently		Recommended	

Accounts			Retention Period/Best Practice	
Budgets & Internal Financial Reports	2 years		Recommended Retention Period/Best Practice	
Tax Returns & Records	10 years		Recommended Retention Period – Section 20 may require any documents relating to tax over 6+ years	TMA Section 20 may require any documents relating to tax over 6 (plus) years
VAT Records	6 years		Statutory Retention Period To comply with OSCR HMRC	Charities & Trustee Investment (Scotland) Act 2005
VAT related Correspondence	6 years		Statutory Retention Period To comply with OSCR HMRC	Charities & Trustee Investment (Scotland) Act 2005

Order & Delivery Notes	6 years		Statutory Retention Period To comply with OSCR	Charities & Trustee Investment
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			HMRC	(Scotland) Act 2005
Copy Invoices	6 years		Statutory Retention Period To comply with OSCR HMRC	Charities & Trustee Investment (Scotland) Act 2005
Credit & Debit Notes	6 years		Statutory Retention Period To comply with OSCR HMRC	Charities & Trustee Investment (Scotland) Act 2005
Cash Records + till rolls	6 years		Statutory Retention Period Also to comply with OSCR HMRC	Charities & Trustee Investment (Scotland) Act 2005
Journal Transfer Documents	6 years		Statutory Retention Period To comply with OSCR HMRC	Charities & Trustee Investment (Scotland) Act 2005
Creditors, Debtors & Cash Income Control Accounts	6 years		Statutory Retention Period To comply with OSCR# HMRC	Charities & Trustee Investment (Scotland) Act 2005

Owners: Property Sales				
DOCUMENT	RETENTION PERIOD		COMMENTS	
New Sales applications	6 years		Statutory Retention Period Limitation Act 1980, section 2	Best Practice
Registrations of interest	2 years		St Statutory Retention Period	Best Practice
Offer Details	6 years		Statutory Retention Period Estate Agency Act 1979	Legal compliance
Completion documentation	12 years		Statutory Retention Period Housing Act 1985	Best practice
Post purchase questionnaire/ customer feedback	3 years		National Archives guidance	Best practice
Help to Buy applications	6 years		Limitation Act 1980, section 2	Best practice
Resales (Shared Ownership)	6 years		Limitation Act 1980, section 2	Best practice
Staircasing process documents	12 years		Housing Act 1985	Best practice
Right to Buy/ Acquire files	12 years		Housing Act 1985	Best practice

EMPLOYEES: TAX & SOCIAL SECURITY				
DOCUMENT	RETENTION PERIOD	INFORMATION HELD	COMMENTS	
Record of Taxable Payments	6 years		Statutory Retention Period – HMRC required retention of each payment for 3 years	Taxes Management Act 1970
Record of Tax Deducted or Refunded	6 years		Statutory Retention Period – HMRC required retention of each payment for 3 years	Taxes Management Act 1970
Record of Earnings on which Standard National Insurance Contributions Payable	6 years		Statutory Retention Period – HMRC required retention of each payment for 3 years	Taxes Management Act 1970
Record of Employer's & Employee's National Insurance Contributions	6 years		Statutory Retention Period – HMRC required retention of each payment for 3 years	Taxes Management Act 1970
NIC Contracted-out Arrangements	6 years		Statutory Retention Period	Taxes Management Act 1970
Copies of Notices to Employees (e.g. P45, P60)	6 years		Statutory Retention Period	Taxes Management Act 1970
Revenue & Customs, Notice of Code Changes, Pay & Tax Details	6 years		Statutory Retention Period	Taxes Management Act 1970
Expense Claims, Overtime	6 years after audit		Recommended	

payments, Bonuses etc			Retention Period/Best Practice	
Record of Statutory Sickness Payments	3 years (following year to which they relate) 6 years after the tax year to which they relate (recommended)		Statutory Retention Period Recommended Retention Period - HMRC required retention of each payment for 3 years	Statutory Sick Pay (General) Regulations 1982
Record of Maternity Payments	3 years (following year to which they relate) 6 years after the tax year to which they relate		Statutory Retention Period Recommended Retention Period - HMRC required retention of each payment for 3 years	Statutory Sick Pay (General) Regulations 1982

Income Tax and NI Returns	3 years (following year to which they relate) 6 years after the year to which they relate		Statutory Retention Period Recommended Retention Period/Best Practice	The Income Tax (Employment) Regulations 1993
Redundancy/Settlement Agreement Details & Records	12 years		Recommended Retention Period	Institute of Personnel & Development
Annual Earnings Summary	12 years		Recommended Retention Period/Best Practice	Institute of Personnel & Development
National Minimum Wage	3 years after the end of the pay		Statutory Retention	

Records	reference period following the one that the records cover		Period	
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EMPLOYEES: PENSION SCHEMES				
DOCUMENT	RETENTION PERIOD		COMMENTS	
Actuarial Valuation Reports	Permanently		Recommended Retention Period from Institute of Personnel & Development	
Detailed Returns of Pension Fund Contributions	Permanently		Recommended Retention Period/Best Practice	
Annual Reconciliations of Fund Contributions	Permanently		Recommended Retention Period/Best Practice	
Money Purchase Details	6 years after Transfer or Value Taken		Recommended Retention Period from Institute of Personnel & Development	
Qualifying Service Details	6 years after Transfer or Value Taken		Recommended Retention Period from Institute of Personnel & Development	
Investment Policies	12 years from End of Benefits Payable under the Policy		Recommended Retention Period from Institute of Personnel & Development	
Pensioner Records	12 years after Benefits Cease		Recommended Retention Period from Institute of Personnel & Development	

Records Relating to Retirement Benefits	6 years after year of retirement		Statutory Retention Period	
Records relating to Notifiable Events under the Retirement Benefit Scheme (e.g. record of decision to allow retirement due to incapacity, pension accounts & associated documents)	6 years from the end of the scheme year in which the event took place OR 6 years after the date on which the accounts/reports were signed/completed		Statutory Retention Period	Retirement Benefit Scheme (Information Powers) regulations 1995

DOCUMENT RETENTION SCHEDULE - Access to information (Information Requests etc.)

Data Protection				
DOCUMENT	RETENTION PERIOD	INFORMATION HELD	COMMENTS	
Subject Access Requests (and responses) – Electronic case file	1yr from date data sent	Electronic	ICO	
Subject Access Requests (and responses) – Paper case file	1yr from date data sent	Electronic	ICO	
Data breaches, security, training etc.	6years from date of recording	Electronic	Best practice	
CCTV	30DAYS		Best Practice	
Emails	Archived after 6months, Destroyed after 2years (trigger being when longer active)	Electronic	Best Practice	
Fraud Records	6years from date of recording		FCA handbook	
FOISA requests and/or request for review	Public authorities may take up to 20 working days to respond, counting the first working day after the request is received as the first day.		Freedom of Information Act 2000	
EIR requests/request for review	As Soon as possible and no later than 20 working days after the date of receipt of the request.		Environmental Information Regulations 2004	

DOCUMENT RETENTION - GOVERNANCE

COMMITTEE & GOVERNANCE				
DOCUMENT	RETENTION PERIOD	INFORMATION HELD	COMMENTS	
Certificate of Incorporation	Permanently	Paper and electronic		Companies Act 2006, sec.15
Register of Office Bearers	Permanently	Paper and electronic	Statutory Retention Period	Companies Act 2006
Register of Committee Members	Permanently – individual records can be removed 20 years after the membership ends	Paper and electronic	Statutory Retention Period	Companies Act 2006
Application to Join Committee	1 year after Member resigns from Committee	Paper and electronic	Recommended Retention Period	
Committee Annual Performance Reviews	1 year after Member resigns from Committee	Paper and electronic	Recommended Retention Period	
Signed Code of Conduct	1 year after Member resigns from Committee	Paper and electronic	Recommended Retention Period	
Declarations of Confidentiality	1 year after Member resigns from Committee	Paper and electronic	Recommended Retention Period	
Signed Induction	1 year after Member resigns from Committee	Paper and electronic	Recommended Retention Period	
Committee Attendance	5 years	Paper and electronic	Recommended Retention Period	
Approval of Leave of Absence	1 year after Member resigns from Committee	Paper and electronic	Recommended Retention Period	
Training Records	7 years for Committee, 1 year after Member resigns from	Paper and electronic	Recommended Retention Period	

	Committee for Individual Members			
Internal Audit correspondence, terms of reference, meeting minutes, related papers and reports	6 years	Paper and electronic	6 years after board membership ceases though some details should be destroyed when membership ceases e.g. bank details etc.	GDPR Article 5(1) (e) requires that personal data shall be kept in a form which permits identification of data subjects for no longer than is necessary CA 2006 recommendation for docs post termination of directorship
HMRC confirmation of charitable status	Permanently	Paper and electronic	Minimum 1 year to end of financial year - required for Annual Return as a minimum	ICSA

STRATEGIC MANAGEMENT				
DOCUMENT	RETENTION PERIOD		COMMENTS	
Business Plans & Supporting Documentation(eg organisation structures, aims, objectives, funding issues,	5 years after completion	Paper and electronic	Best Practice	
Internal Management Plans	5 years after completion	Paper and electronic	Best Practice	

Internal Audit correspondence, terms of reference, meeting minutes, related papers and reports	5 years after completion	Paper and electronic	Best Practice	
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MEETINGS				
DOCUMENT	RETENTION PERIOD		COMMENTS	
Notification of Management Committee and Sub Committee meetings	6 years	Paper and electronic	Recommended Retention Period/Best Practice (in case of a challenge to the validity of the meetings or resolutions)	
Committee and Sub Committee Minutes (signed originals copy kept)	Permanently	Paper and electronic	Statutory Retention Period	Companies Act 2006
Committee Resolutions (originals)	Permanently	Paper and electronic	Statutory Retention Period	Companies Act 2006
Notification of AGM	6 years	Paper and electronic	Recommended Retention Period/Best Practice (in case of a challenge to the validity of the meetings or resolutions)	
AGM Minutes, Votes, Proxy Votes etc	Permanently	Paper and electronic	Statutory Retention Period	Companies Act 2006
Staff Minutes	3 years	Paper and electronic	Recommended Retention Period	
Resident Meeting minutes	1 year	Paper and electronic	Best Practice	

Emails	Receipt of email (minimum)	Paper and electronic	Best Practice - Archived after 6 months, destroyed after 2 years	
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DOCUMENT RETENTION – HEALTH & SAFETY

HEALTH & SAFETY				
DOCUMENT	RETENTION PERIOD	INFORMATION HELD	COMMENTS	
Medical Records relating to the Control of Asbestos	40 years from date of last entry	Paper and electronic	Statutory Retention Period under the Regulations	Control of Asbestos Regulations 2006
Medical Examination Certificates relating to the Control of Asbestos	4 years from the date of issue	Paper and electronic	Statutory Retention Period under the Regulations	Control of Asbestos Regulations 2006
Medical Records & details of Biological Tests relating to Control of Lead	40 years from the date of last entry	Paper and electronic	Statutory Retention Period under the Regulations	Control of Lead at Work
Medical Records as specified by the Control of substances Hazardous to Health	40 years from the date of last entry	Paper and electronic	Statutory Retention Period under the Regulations	Hazardous to Health Regulations (COSHH)
Medical Records relating to Ionising Radiations	40 years from date of last entry	Paper and electronic	Statutory Retention Period under the Regulations	Ionising Radiation Regulations
Medical Examination Certificates relating to Ionising	4 years from the date of issue	Paper and electronic	Statutory Retention Period under the	Ionising Radiation

Radiation			Regulations	Regulations
Health & Safety/Risk Assessments	Permanently	Paper and electronic	Recommended Retention Period from Institute of Personnel & Development	
Health & Safety Policy Statements	Permanently	Paper and electronic	Recommended Retention Period/Best Practice	
Health & Safety Statutory Notices	6 years after Compliance	Paper and electronic	Recommended Retention Period – Limitations for Legal Proceedings	

DOCUMENT	RETENTION PERIOD		COMMENTS	
Records of Consultations with Safety Representatives	Permanently	Paper and electronic	Recommended Retention Period from Institute of Personnel & Development	
HEALTH & SAFETY (employees)				
Accident Reports & Records	3 years after date of Incident (statutory) 6 years after date of incident (recommended) But, if incidents involves a child/young adult, then until that person reaches the age of	Paper and electronic	Statutory Retention Period under RIDDOR 1995 Recommended Retention Period – Limitations for Legal Proceedings	Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995

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Accident Books	6 years after date of incident (recommended)	Paper and electronic	Limitations for Legal Proceedings	
Sickness Records	6 years after date of incident (recommended)	Paper and electronic	Limitations for Legal Proceedings. For industrial injuries not detectable within that period e.g. asbestos, the time period may be extended. Also for employees exposed to hazardous substances	
H&S Assessments and records of consultations with Safety Representatives & Committees	Permanently	Paper and electronic	Statutory Retention Period	Health & Safety Regulations

DOCUMENT RETENTION - HR

RECRUITMENT				
DOCUMENT	RETENTION PERIOD	INFORMATION HELD	COMMENTS	
Short Lists, Interview Notes and Related Application Forms for Candidates Interviewed	6 months		EVH Recommended Retention Period	
Application Forms and Shortlisting Notes for Candidates Not Interviewed	3 months after Notification		Statutory Retention Period	Sex Discrimination Acts 1975 & 1986

				Race Relations Act 1976 Race Relations (Amendment) Act 2000
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EMPLOYEE PERSONNEL FILE				
DOCUMENT	RETENTION PERIOD	INFORMATION HELD	COMMENTS	
Application Form, Interview Notes, References, Pre-Employments checks	2 year after end of employment		SDA 1975 &1986, RRA1976 & RR(A) A2000	
Evidence of Right to Work	2 year after end of employment		EVH Recommended Retention Period	
Disclosure Scotland Information – Basic/Standard/Enhanced	90 days after recruitment – after recruitment decision has been made – destroy all documentation		Statutory Retention Period	DPA 1998, Disclosure Scotland Code
Induction Records	Until end of employment		EVH Recommended Retention Period	
Contract of Employment	6 year after end of employment		Recommended retention Period – Limitation for Legal Proceedings	
Terms & Conditions & Changes	6 year after end of employment		Recommended retention Period – Limitation for Legal Proceedings	
DOCUMENT	RETENTION PERIOD		COMMENTS	

Personal & Emergency Contact details	Until end of employment		EVH Recommended Retention Period	
Declaration of Confidentiality, Acceptance of Code of Conduct etc	1 year – renewed annually Last signed documents – until end of employment			
Professional Registration Details	Until end of employment		EVH Recommended Retention Period	
Copies of Qualifications	Until end of employment		EVH Recommended Retention Period	
Driving Licence & Insurance Checks	1 year – renewed annually Last documents – until end of employment		EVH Recommended Retention Period	
Records of Absence Management (RTW Interviews, Welfare Meeting notes, occupation health reports, medical reports etc	6 years after end of employment		Recommended retention Period – Limitation for Legal Proceedings	
Appraisal/Personal Development Plans	1 year – renewed annually		EVH Recommended Retention Period	
Internal Training & Development Records	Until end of employment		EVH Recommended Retention Period	
Vocational Training Agreements	Until end of employment		EVH Recommended Retention Period	
Informal Action Notes	At end of informal action		EVH Recommended Retention Period	
Record of Disciplinary Warnings, Disciplinary Notes where action taken	5years from when action taken		EVH Recommended Retention Period	
Record of Disciplinary Warnings, Disciplinary Notes where no action taken	None - destroy		Prescription and Limitation (Scotland) Act 1973 Data Protection Act 1998	

Grievance Records	1 year after the grievance process has ended		EVH Recommended Retention Period	
Accident & Adverse Event Reports	6 years after end of employment			
Termination of employment by voluntary resignation, retirement (including on medical grounds) or dismissal.	6 year after end of employment			
Dismissal Records/Remuneration Packages	6 years after end of employment		EVH Recommended Retention Period Recommended Retention Period from Institute of Personnel & Development	

DOCUMENT	RETENTION PERIOD	INFORMATION HELD	COMMENTS	
Redundancy Records	6 years after end of employment		EVH Recommended Retention Period Recommended Retention Period from Institute of Personnel & Development	
Leave - (Retain current information throughout employment)	1 Year/ nd of holiday year		EVH Recommended/Business Requirement	
Parental Leave Records	5 years from Birth/Adoption of the Child OR 18 years of the Child is Disabled		EVH Recommended Retention Period	

Protection of Vulnerable Groups Certificates	Until end of employment		Recommended Retention Period	Disclosure Scotland Code

PERSONNEL				
DOCUMENT	RETENTION PERIOD	INFORMATION HELD	COMMENTS	
Trade Union Agreements	10 years after ceasing to be effective		Statutory Retention Period	Best Practice
Trust Deeds, rules and minutes	Permanently		Statutory Retention Period	
Mileage records & defect sheets	2 years		Statutory Retention Period	Best Practice
Maintenance records & MOT tests	2 years		Statutory Retention Period	Best Practice
Copy Registrations	2 years		Statutory Retention Period	Best Practice
Vehicle disposal log	1 year		Statutory Retention Period	Best Practice
Time Cards	2 years		Statutory Retention Period	Best Practice

DOCUMENT RETENTION SCHEDULE – PROPERTY MAINTENANCE RECORDS

PROPERTY FILES				
DOCUMENT	RETENTION PERIOD	INFORMATION HELD	COMMENTS	
Property Maintenance Records EPCs Asbestos Surveys	6 years Indefinite – until replaced Indefinite		Recommended Retention Period - Limitation for Legal Action	
Minor working papers e.g. Records of a day-to-day nature e.g. monthly building inspection reports	2 years	Paper/electronic	Statutory Retention Period	
Landlord Gas safety Inspection	2 years		Statutory Retention Period under Gas Safety Installation & Use Regulations	Health & Safety Executive
Reports & Professional Opinions	6 years		Recommended Retention Period - Limitation for Legal Action	
Survey Reports	6 years		Recommended Retention Period - Limitation for Legal Action	
Decoration Allowance	6 years		Recommended retention Period/Best Practice	

ESTATE MANAGEMENT				
DOCUMENT	RETENTION PERIOD	INFORMATION HELD	COMMENTS	
Estate Management Inspections	2 years		Recommended Retention Period/Best Practice	
Stair Inspections	2 years		Recommended retention Period/Best Practice	

PROPERTY RECORDS & LEASES				
DOCUMENT	RETENTION PERIOD	INFORMATION HELD	COMMENTS	
Deeds of Ownership	Permanently or until Property is Disposed off		Recommended Retention Period/Best Practice	
Deeds of Title	Permanently or until Property is Disposed of		Recommended Retention Period/Best Practice	
Leases	15 years after expiry		Recommended Retention Period/Best Practice	
Copy of Former Leases	12 years after Settlement of all issues		Recommended Retention Period -Limitation for Legal Action relating to Land or Contracts Under Seal	
Wayleaves, Licences and Easements	12 years after rights given or received have ceased		Recommended Retention Period -Limitation for	

			Legal Action relating to Land or Contracts Under Seal	
Abstracts of Title	12 years after Interest Ceases		Recommended Retention Period -Limitation for Legal Action relating to Land or Contracts Under Seal	
Planning & Building Control Permissions	12 years after Interest Ceases		Recommended Retention Period -Limitation for Legal Action relating to Land or Contracts	
Searches	12 years after Interest Ceases		Recommended Retention Period -Limitation for Legal Action relating to Land or Contracts Under Seal	
Development Documentation	12 years after Settlement of all Issues		Recommended Retention Period -Limitation for Legal Action relating to Land or Contracts Under Seal	
Invoices	6 years paper 12 years electronic		Statutory Retention Period Recommended Retention Period -Limitation for Legal Action relating to Land or Contracts Under Seal	VATA 1994

DOCUMENT RETENTION SCHEDULE – TENANCY SERVICES

HOUSING APPLICATIONS				
DOCUMENT	RETENTION PERIOD	INFORMATION STORED	COMMENTS	REF:
Successful Application Forms	6 years after start of tenancy	Electronic and Paper	Recommended Retention Period/Best Practice	
Cancelled Application Forms (unsuccessful or withdrawn)	1 year after application is cancelled	Electronic and Paper	Recommended Retention Period/Best Practice	

TENANCY FILES (Current Tenants)				
DOCUMENT	RETENTION PERIOD		COMMENTS	REF:
Tenancy Agreement	Permanently (until the end of the tenancy + 6yrs)	Electronic and Paper	Recommended Retention Period/Best Practice	
Legal Documents relating to breaches of tenancy	Permanently (until the end of tenancy+6yrs)	Electronic	Recommended Retention Period/Best Practice	
Arrears Letters, Repayment Agreements etc	Permanently (until the end of tenancy+6yrs)	Electronic	Recommended Retention Period/Best Practice	
General Correspondence e.g. Estate Management Letters, Warning Letters, Rent payment records, Notification of appointments etc	Duration of tenancy (5yrs)	Electronic	Recommended Retention Period/Best Practice	(rent payment details, best practice suggests live system holds 2 years records plus

				current year
Rent Increase Notifications	2 years	Electronic	Recommended Retention Period/Best Practice	
Rent Registrations (not superseded)	Permanently	Paper	Recommended Retention Period/Best Practice	
Rent Registrations (superseded)	6 years	Paper	Recommended Retention Period/Best Practice	
Complaints & Investigation Notes	3 years	Electronic	Recommended Retention Period/Best Practice	
Documentation from external agencies regarding special needs of household	Whilst tenancy continues	Electronic	Recommended Retention Period/Best Practice	Information held on a need to know basis. Medical and social services records liable to be confidential. To be returned or passed to subsequent agency at the end of tenancy or destroyed.
Records relating to offenders,	Whilst tenancy continues	Electronic	Recommended	Information

ex-offenders and persons subject to caution flags			Retention Period/best Practice	held on a need to know basis. Police sourced records may be confidential
Care and Support Plans/Tenancy Sustainment Plans	Permanently (or until the end of the tenancy + 1yr)	Electronic	Recommended Retention Period/Best Practice	Some documents may be transferred to subsequent care agency

HOUSING BENEFIT & RENTS				
DOCUMENT	RETENTION PERIOD	INFORMATION HELD	COMMENTS	REF:
HB Payment Schedules	6 years	Electronic	Recommended Retention Period/Best Practice	
HB Notifications	2 years	Electronic	Recommended Retention Period/Best Practice	CIH Recommendation
HB Applications and Verification Documents	2 years	Electronic	Recommended Retention Period/Best Practice	
Rent Statements	2 years	Electronic	Recommended	

			Retention Period/Best Practice	
Rent Registrations	6 years if superseded by subsequent registration	Electronic	Recommended Retention Period/Best Practice	
Rent Registrations (not superceded)	Permanently	Electronic	When no new fair rent has been registered (for example because there is no longer a Rent Act tenant in the property) the maximum recoverable rent will be applicable if a Rent Act tenant is ever moved into the property	
Rent Reviews	Permanently	Electronic	Recommended Retention Period/Best Practice	
Rent Debit Runs	7 years	Electronic	Recommended Retention Period/Best Practice	

TENANCY FILES (Former Tenants)				
DOCUMENT	RETENTION PERIOD	INFORMATION HELD	COMMENTS	REF:
Tenancy Agreement	5 years after the end of tenancy (summary kept)	Electronic	Recommended Retention Period/Best Practice	Prescription and Limitation (Scotland) Act 1973

Legal documents relating to breaches of tenancy		Electronic	Recommended Retention Period/Best Practice	
Arrears Letters, Repayment Agreements etc	5 years after end of tenancy	Electronic	Recommended Retention Period/Best Practice	
General Correspondence	End of tenancy	Electronic	Recommended Retention Period/Best Practice	
Documentation from external agencies regarding special needs of household	1 year after end of tenancy	Electronic	Recommended Retention Period/Best Practice	
Care and Support Plans	6 years after the end of tenancy	Electronic	Recommended Retention Period/Best Practice	Some files maybe passed onto subsequent care agencies
Records relating to offenders, ex-offenders and persons subject to caution flags	1 year after end of tenancy	Electronic	Recommended Retention Period/Best Practice	