

SECURE DATA MANAGEMENT



RECORD RETENTION GUIDE

A RECORD RETENTION GUIDE

(BY FILE TYPE)

*Premium document storage,
scanning and archiving solutions.*



Head Office
 Secure Data Management Ltd.
 25-29 Harper Road
 London SE1 6AW

Tel 0207 940 5050
 info@securedatamgt.com
 www.securedatamgt.com
 Company Reg. 5068449

Data-centres located in
 London, Swindon & Kemble

RECORD RETENTION GUIDE

FINANCE

Income,
 Moneys
 Received

Document	Retention Period
Remittance Advice	6 Years
Bank Paying in Counterfoils	
Bank Statements	
Bank Reconciliations	
Daily Cash Book	
Petty Cash Records	
Invoice - Revenue	10 Years
Receipts Cash Book	
Sales Ledgers	
Invoice - Capital Item	

Outgoing
 Money

Redundancy Payments	6 Years
Share Certificates Register	Permanent
Company Purchaser/Sales Register	
Pension Fund Details	
Ledger Sheet	10 Years
Purchas Orders	3 years

Other

Successful quotations	Until payment of invoice and audit
Unsuccessful Quotations	1 Year
VAT Records	6 Years
Shipping Documents	
Expense Claims	
Debtor Accounts Control Report	
Loan Account Statement	
Bank Instruction	6 Years after ceasing to be effective
Debtor Accounts	3 years following payment

1.

*** SDM offer free destruction for records held for a minimum of 6 years**



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FINANCE

Wages & Payroll

Document	Retention Period
Income Tax Records Re. Employees leaving	6 Years
Notice to Employer of Tax Code (P6)	
Annual return of Employees & Directors Expenses & Benefits (P11D)	
Certificate of Pay & Tax Deducted P60	
Notice of Tax Code Change	
Annual return of Taxable Pay & Tax Deducted	
Records of Pension Deductions (Including Superannuation)	
P45, P58, P48	
Returned Tax	
Payroll & Payroll Controll Account	
Annual Earnings Summary	12 years
Clock Cards	2 Years

Pension

Details regarding current pensioners	10 years after benefit ceases
Pensions scheme-next of kin/expression of wish forms	6 years after death
All trust deeds, rules & minute handbook	Permanent
Annual records & Inland revenue	
Actuarial reports	
Contribution records	12 years after paid benefits stop
Pension scheme investment policies	
Payment records	6 years after payment
Ex-pensionner records	6 years after benefits cease
Individual life policies under 'Top Hat' scheme	12 years after claim ceases
Group health policies	12 years after benefit ceases
Group personal accident policies	

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MEDICAL

NHS
 Guideline

Document	Retention Period
GP Records	10 Years after death or permanently left country unless in EU
Vaccination Records - Children & Young	Until 25 years old
Other Vaccinations	10 Years after treatment ends
Dental, Ophthalmic, Auditory Screening Records	Community - Adult-11 Years; Children 11 Years/until 25 years old
Dental, Ophthalmic, Auditory Screening Records	-Community - Adult-11 Years; Children 11 Years/until 25 years old -Hospital - Adults-8 Years; Children-until 25 Years old/8 Years after death
If a child's illness/death is relevant to an adult condition or have genetic implications for their family, records may be kept for longer	
Maternity Records	25 years after birth of last child
Records relating to people with mental health	20 years after last healthcare contact/8 years after death
Health & Accident policies	7 years after termination of employment
Sickness Records	3 years after year ends
Employee Treatment records	6 years
X-ray Registers	7 years
Group health/personal accident policies	12 years
Details of medical schemes	Permanently
Organisation Charts	Permanently
Life assurance expression of wish forms	6 years after employment ends/after death
Statutory maternity pay records, calculations, certificates or other medical evidence	3 years after year ends
Statutory sick pay records, calculations, certificates, self-certificates	3 years after year ends

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RECORD RETENTION GUIDE

LEGAL

Company
 Records

Document	Retention Period
Minutes & resolutions of meetings	Permanently
Signed reports & accounts	
Trust deeds	
Circulars to shareholders	
Notices of general & class meetings	
Seal book	
Register of members	
Forms of application for shares, debentures etc.	
Forms of acceptance & transfer	
Renounced letters of acceptance & renounced letters of allotment	
Renounced share certificates	
Share & stock transfer forms	
Requests for designating or redesigning accounts	
Letters of request	
Allotment sheets (if used)	
Signed forms of nomination	
Letters of indemnity for lost certificates	
Stop notices & other court orders	
Powers of Attorney	
Balance sheet, profit & loss account	
Articles of incorporation & constitutional documents	

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LEGAL

Company
Records
Continued

Document	Retention Period
Register of debenture or loan stockholders	7 years after redemption of stock
Redemption discharge forms or endorsed certificates	7 years after date of redemption
Forms of conversion	7 years after date of conversion
Paid dividend & interest warrants	12 years after date of payment
Proxies, polling and voting records	1 year
Letters where logged in exchange for a certificate	
Cancelled share/stock certificate	
Notification of change of address	2 years
Trade & service marks documents	10 years after the end of the registration
Share dealing & administration	12 years after the date of the transaction
Annual report, notices to shareholders	
Copyright protection	Varies according to the type; default period of 25 years
Deeds	12 years after expiry
Trademarks & expired patents	
Leases	
Planning consents/leasehold consents	
Construction agreements	12 or 6 years after expiry
Other agreements & contracts	6 years after expiry
Property deeds	Retain copy until sold/retain copy indefinitely

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Correspondence
 & Contracts

Document	Retention Period
Major and everlasting agreements	Permanently
Customer, supplier & agent contracts	6 years after expiry
Licensing agreements	
Rental & hire purchase agreements	
Indemnities & guarantees	
Other agreements/contracts	
Tachygraphy	3 years
Drivers record books	5 years after completion
MOT, mileage & vehicle maintenance records	2 years after disposal of vehicle
Registration records	2 years after disposal of vehicle
Deeds of title	Permanently/until sale of property
Leases	15 years after expiry
Architecture/builder agreements	6 years after the contract ends
Asbestos register & asbestos disposal certificate	Permanently-location must be recorded & a risk assessment providable
Disposal of heavy metals & radioactive sources	permanently
Plant & machinery	1 year after they are removed from the building
Record of final health & safety files, design documents, planning consents, warranties, major refurbishments	13 years
Patent & trademark records	permanently
Reports & opinions	10 years
Accounts records relating to Companies Acts 1948, 1967 & 1976	6 years (3 for private companies)
Tax returns & records	Permanently

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Buildings &
 Vehicles



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RECORD RETENTION GUIDE

OTHER

Subscription & Donations

Document	Retention Period
Index of donations	5 years after completion
Deeds of covenant	12 years after final payment
Correspondence regarding donations	1 year
Correspondence regarding refused donations	3 months
Subscription records	3 years after membership ends
Government grants	Permanently or until the grant stops

Shipping

Outwards & Inwards	6 Years after shipment is complete
Customs & excise returns	5 years

Technical

Records & reports	12-15 years after requirements have ended
Drawing & other data	

Miscellaneous

Health & safety records	General records=3 years; records relating to hazardous substances=permanently
Investment ledger	Permanently
Fixed assets register	
Licensing agreements, rental/hire purchase agreements, indemnities & guarantees, contracts with customers, suppliers, agents etc.	Six years after expiry or termination of the contract. If the contract is executed as a deed, the limitation period is twelve years

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