

Appendix 2 – Retention of Records

Type of record	Name of record	Retention period	Overall Information Asset Owner
Building	CCTV images	31 days	Finance & Admin Officer
Business	Contractor applications	6 years after end of contract or non-approval	Finance & Admin Officer
Business	Contractor records	7 years	Finance & Admin Officer
Finance	Accounting records and documentation	6 years after financial period end	Finance & Admin Officer
Finance	Invoices for capital items	10 years	Finance & Admin Officer
Finance	Correspondence re: donations	6 years	Fundraising Manager
Finance	Deeds of covenant / Gift Aid declarations	6 years after last payment made. 12 years if payments outstanding or dispute regarding the deed	Fundraising Manager
Finance	Legacies	6 years after the estate has been wound up	Fundraising Manager / Finance and Admin Officer
H&S	Health and Safety records	3 years for general	Team Leads
H&S	Health and Safety records	Permanently for records relating to hazardous substances	Team Leads
H&S	Exposure monitoring records (COSHH)	5 years from the date the records were made	Team Leads
H&S	Serious Incident files	30 years	CEO
IG	Subject Access Requests	3 years after last action	CEO
Insurance	Claims correspondence	3 years after settlement	CEO
Insurance	Record of our historical public liability insurance	50 years	CEO
Insurance	Accident reports and relevant	3 years after settlement	CEO

Type of record	Name of record	Retention period	Overall Information Asset Owner
Other	Complaints	8 years from completion of action	CEO
Other	Requests for access to records (not FOI or subject access)	6 years	CEO
Patient	Appointment records	2 years (where not an integrated part of the patient record)	Lead Therapist
Patient	Care records	20 years after last entry or 8 years after death of patient in your care	Lead Therapist
Patient	Death registers	2 years	Lead Therapist
Patient	Counselling & Therapy records	20 years after last entry or 8 years after death of patient in your care	Lead Therapist
Patient	Records of abuse allegations or incidents including notification to the appropriate authorities	50 years	Lead Therapist
Patient	Copies of relevant information and accompanying correspondence relating to abuse, of or by our service users whilst in our care	50 years	Lead Therapist
Patient	Records of destruction of individual health records	Permanently	Lead Therapist
Patient	Referral letters for clients to health and care services	20 years (2 years where not an integrated part of the patient record)	Lead Therapist
Payroll	All payroll documentation and related personnel records	Not less than 3 years after the end of the financial year to which they related	CEO (delegated to team leads)

Type of record	Name of record	Retention period	Overall Information Asset Owner
Payroll	Pension records	Permanently	CEO
Personnel	Recruitment (all related documents) <ul style="list-style-type: none"> - No interview - Interviewed - Offered job - DBS 	Delete or seek consent to hold Six months Six months Whilst relevant & up to date	CEO (delegated to team leads)
Personnel	Contractual	6 months after employment ends	CEO (delegated to team leads)
Personnel	Accident reports	3 years after last entry or end of investigation if later	CEO
Personnel	Sickness and other leave records, Statutory Maternity Pay /ShPP/ SPP records, calculations or other medical evidence	3 years after the end of the tax year in which the leave / maternity etc period ends	CEO
Personnel	Industrial relations (employment tribunals)	10 years	CEO
Personnel	Personnel file inc disciplinary & performance records	6 months after employment ends	CEO (delegated to team leads)
Personnel	Study leave applications	5 years	CEO
Personnel	Training plans	2 years	CEO
Personnel	Records of DBS check reference numbers, applicant names and dates for all relevant personnel	50 years	CEO
Personnel	Safeguarding training records and a copy of our safeguarding policy	50 years	CEO