|  |  |  |  |
| --- | --- | --- | --- |
| **Document Type** | **Paper/Electronic** | **Retention period** | **Disposal method** |
| Documents of Incorporation | Both | Indefinitely | Not applicable |
| Public Liability Insurance Certificates/documents | Electronic | Indefinitely | Not applicable |
| Employee Liability Insurance Certificates/documents | Electronic  Paper (display copies) | Indefinitely  Policy expiry date | Not applicable  Shred |
| Other Insurance certificates/documents | Electronic  Paper | 3yrs after policy lapses  Policy expiry date | Delete  Shred |
| Health & Safety documents | Electronic  Paper (display copies) | Indefinitely  When replaced with new version | Not applicable  Shred |
| Risk Assessments | Electronic  Paper (display copies) | Indefinitely  When replaced with new version | Not applicable  Shred |
| Membership records | Both**\*\*** | 6 years after membership ceases | Delete/shred |
| Volunteer/employee records (personal details) | Both**\*\*** | 7 years after involvement/employment ceases | Delete/shred |
| Meeting minutes (Directors and Trustees meetings) | Electronic  Paper | Indefinitely  Immediately after use | Not applicable  Shred |
| Annual Reports (financial and other) | Electronic | Indefinitely | Not applicable |
| Bank Statements | Electronic  Paper | 6 years after the end of the accounting period they relate to  End of financial year | Delete  Shred |
| Donation documentation | Both**\*\*** | 6 years after the end of the accounting period they relate to | Delete/shred |
| Bank paying-in counterfoils | Paper | 6 years after the end of the accounting period they relate to | Shred |
| Invoices - purchasing | Both**\*\*** | 6 years after involvement/employment ceases | Delete/shred |
| Credit documentation, including sales invoices | Both**\*\*** | 6 years after the end of the accounting period they relate to | Delete/shred |
| Contracts with suppliers, etc | Both | Indefinitely | Not applicable |
| Correspondence | Both**\*\*** | 6 years | Delete/shred |
| Gift Aid authorisation forms | Both**\*\*** | 6 years after the end of accounting period that includes the last donation they relate to | Delete/shred |
| Gift aid records (payment details/returns) | Electronic | 6 years after the end of accounting period that includes the last donation they relate to | Delete |
| VAT records | Electronic | 7 years after period they relate to | Delete |
| Cash Book (Excel spreadsheet or accounting system) | Electronic | 7 years after period they relate to | Delete |
| Loan agreements/documentation | Both | 7 years after loan repaid | Delete/shred |
| Restoration technical and planning documentation | Both**\*\*** | Indefinitely | Not Applicable |
| IWA Feasibility studies | Both**\*\*** | Indefinitely | Not Applicable |
|  |  |  |  |

**\*\*** Please note that wherever possible all paper documents received should be scanned and saved and the paper copy then shredded