



**Policy No: 9**

**Version: 1**

## **Retention of Records Policy**

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Approved by	Board of Trustees
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Appendix 1            Retention Schedule

#### Version control

Approved/amended date	Version	By	Issue
1 March 2021	1	Board of Trustees	New policy

## **Retention of Records Policy**

### **1. Introduction:**

In line with the General Data Protection Regulation (GDPR) Friends of York Hospitals (FOYH) has a data retention policy to enable the management of governance, financial and personal information. (See also Policy 5: Information Governance including Data Protection, General Data Protection Regulations, confidentiality and security).

The purpose of this policy is to detail the retention periods for specific documents and to ensure we carry out the disposal in a timely way. This policy applies both to paper and electronic documents.

Information will not be kept longer than necessary and will only be retained when there is a 'business' need to do so. Where the data is subject to tax audits or to comply with our defined standards our default retention is 6 years plus the current year.

This policy covers the following classes of documents and media:

- Governance
- Financial
- Human Resources
- Other

### **2. Disposal of data:**

When the expiry deadline expires the data will be deleted in a safe way at least by cross shredding for paper documents. All copies of the documents will also be discarded securely. Information held electronically will be erased 'beyond use' by removing the data from live and back-up systems.

### **3. Retention schedule**

The FOYH retention schedule is attached at appendix 1.

### **4. Monitoring of policy**

An audit of four elements of records identified in the Retention Schedule will be carried out by two Trustees every 2 years.

### **5. Review of policy**

This policy will be reviewed every 2 years or sooner in the event of changes in guidance or legislation.

### **6. Queries**

Any queries relating to this policy should be addressed to The Honorary Secretary.

JW/SN – February 2021

Retention schedule

Notes: 1. Default retention period is 6 years plus the current year.

2. Personnel records include both staff and volunteers

Record	Retention period
<b>Governance</b>	
Constitution	At least 2 years after the charity registration is revoked
Minutes	At least 2 years after the charity registration is revoked
<b>Financial</b>	
Annual Accounts	Default period
Bank statements	Default period
Receipt books	Default period
Payroll documents	Default period
Insurance documents	6 years after the policy has lapsed
Cheque books	Default period
Paying in books	Default period
Petty cash records	Default period
Gift Aid records	Default period
Records of cash received at fundraising events	Default period
Grant applications	Default period
<b>Human Resources</b>	
Personnel records (after employment ceases)	Default period
Recruitment application forms (unsuccessful candidates)	1 year
Interview notes (unsuccessful candidates)	1 year
Redundancy calculations	Default period
References	1 year
Right to work in the UK checks	2 years
Statutory sick pay records	Default period
Termination of employment	Default period
Pension details	Default period
Disclosure & Barring Service applications (unsuccessful candidates)	1 year
Grievance records	Default period
<b>Other</b>	
Emails	5 years after email is revoked or in line with the retention period of the issue the email relates to? To be check with solicitor
Risk assessments	Default period
Members information	2 years after leaving

<b>Record</b>	<b>Retention period</b>
Complaints	Default period
Contract for services documentation	Default period
Photographs & other media	Default period