



Documents and Records Retention Policy

Alastair Taylor - CEO

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PURPOSE:

The purpose of this policy is to ensure that necessary records and documents are adequately maintained and to ensure that records that are no longer needed by NYnet or are of no value, are discarded at the proper time. This policy applies to all physical records generated in the course of NYnet's operations and all employee and HR documents and is approved by the Board of Directors.

ADMINISTRATION:

Attached as Appendix A is a Records Retention Schedule that is approved as the initial maintenance, retention, and disposal schedule for physical records. The Chief Executive is authorised to make modifications to the Retention Schedule from time to time to monitor compliance with applicable rules and regulations.

ARCHIVING:

All physical documents and records, which don't need to be accessed on day- to day basis, will be archived by being kept offsite using NYCC's documents archiving service.

Appendix A: Retention Schedule

Record Type	Retention Period
Finance and Accounting Records	
Accounts Payable schedules and invoices	7 Years
Accounts Receivable schedules and invoices	7 Years
Annual Audit reports and records	7 Years
Annual Budget and Financial Strategy	2 Years
Bank records and statements	7 Years
Employee expenses records	7 Years
Credit card records	7 Years
Tax records	7 Years
Contract Management	
Signed Contracts & Change Requests	7 Years after expiration
Licenses and Permits	Permanent
Grant Records	7 Years after expiration
Project documentation	7 Years after completion
Insurance	
Insurance records	7 Years
Claims and Settlements	Permanent
HR & Payroll	

P45	6 years after leaving NYnet
Personnel file – includes application forms, clearances, contract, HR letters, sick notes	6 years after leaving NYnet
Payroll record	6 years after leaving – retain skeleton record after this time
Payslip and claims information	6 years after leaving NYnet
HR Casework	
Casework records	6 years after sanction has been awarded (remove warnings at designated times)
Resolving Issues at Work (including where proven to be unfounded)	6 years from date of last action
Occupational Health	
Occupational Health (OH) Information – includes referrals, medical reports etc.	40 years after leaving NYnet
Training Records	
Training	6 years after leaving NYnet
Recruitment	
Recruitment selection paperwork – unsuccessful applicants	6 months after process
Recruitment selection paperwork – successful applicants	6 years after leaving NYnet
DBS	
DBS positive clearances	Until employee leaves NYnet
DBS negative clearances	Until employee leaves NYnet
Photography	
Photos on website	Subject to consent, until employee leaves NYnet or removes consent
CCTV Images	3 years