

Appendix 2: Retention of Accounting and Personnel Records

BELMAS endeavours to keep accounting and personnel records in accordance with this policy. It is based on a number of factors including:

- Legal and related requirements;
- Costs;
- The organisation’s own need to access the document; and
- Historical value.

Purchase Invoices and Supplier Documentation		
Document	Retention Period	Reason for Retention Period
Payments cash book or record of payments made	Six years from the end of the financial year in which the transaction was made.	Companies Act/Charities Act
Purchase Ledger		Companies Act/Charities Act
Invoice – Revenue		Companies Act/Charities Act
Petty cash records		Companies Act/Charities Act and HMRC
Invoice – Capital item		Ten years
Successful quotations for capital expenditure	Permanently	Commercial considerations

Income/ Monies Received		
Document	Retention Period	Reason for Retention Period
Bank paying in counterfoils	Six years from the end of the financial year in which the transaction was made.	Companies Act/Charities Act
Bank statements		Companies Act/Charities Act
Remittance advices		Companies Act/Charities Act
Correspondence of donations		Companies Act/Charities Act
Bank reconciliations		Companies Act/Charities Act
Receipts cash book		Companies Act/Charities Act and HMRC
Sales ledger		Companies Act/Charities Act and HMRC

Payroll Documentation		
Document	Retention Period	Reason for Retention Period
Income tax records RE: employees leaving (P45)	Six years plus current year	Taxes Management Act
Notice of employer tax code (P6)		Taxes Management Act
Annual return of employees and directors expenses and benefits (P11D)		Taxes Management Act
Certificate of pay and tax deducted (P60)		Taxes Management Act

Notice of tax code change		Taxes Management Act
Annual return of taxable pay and tax deducted		Taxes Management Act
Records of pension deductions	Six years plus current year	Pensions Act
Payroll and payroll control account	Six years plus current year	Companies Act/Charities Act and Taxes Management Act

Employee/ Personnel Records		
Document	Retention Period	Reason for Retention Period
Accident books, accident records and accident reports	Three years after the last entry or end of investigation if later	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
Personnel files and training records	Six years after employment has ceased	Limitations Act
Wages and salary records	Six years plus the current year	Taxes Management Act
Expense accounts/ records	Six years plus the current year	Taxes Management Act
Redundancy details, calculations of payments and refunds	Six years after employment has ceased	Data Protection Act
Application forms and interview notes	Six months to a year	Disability Discrimination Act and Race Relations Act recommend six months. One year limitation for defamation actions under Limitations Act

Statutory Maternity Pay records, calculations, certificates or other medical evidence	Three years after the end of the tax year in which the maternity period ends	The Statutory Maternity Pay Regulations
Statutory Sick Pay records, calculations, certificates and self-certificates	Three years after the end of each tax year for Statutory Sick Pay purposes	Statutory Sick Pay (General) Regulations
Records relating to working time	Two years from date on which they were made	The Working Time Regulations