**Appendix – Data Retention Schedule**

Financial Records

|  |  |  |
| --- | --- | --- |
| **Personal data record category** | **Mandated retention period** | **Record owner** |
| Payroll records | Seven years after audit | Finance |
| Supplier contracts | Seven years after contract is terminated | Finance |
| Chart of Accounts | Permanent | Finance |
| Fiscal Policies and Procedures | Permanent | Finance |
| Permanent Audits | Permanent | Finance |
| Financial statements | Permanent | Finance |
| General Ledger | Permanent | Finance |
| Investment records (deposits, earnings, withdrawals) | 7 years | Finance |
| Invoices | 7 years | Finance |
| Cancelled checks | 7 years | Finance |
| Bank deposit slips | 7 years | Finance |
| Business expenses documents | 7 years | Finance |
| Check registers/books | 7 years | Finance |
| Property/asset inventories | 7 years | Finance |
| Credit card receipts | 3 years | Finance |
| Petty cash receipts/documents | 3 years | Finance |

Business Records

|  |  |  |
| --- | --- | --- |
| **Personal data record category** | **Mandated retention period** | **Record owner** |
| Article of Incorporation to apply for corporate status | Permanent | Finance |
| Board policies | Permanent | Finance |

|  |  |  |
| --- | --- | --- |
| Board meeting minutes | Permanent | Finance |
| Tax or employee identification number designation | Permanent | Finance |
| Office and team meeting minutes |  | Finance |
| Annual corporate filings | Permanent | Finance |

HR: Employee Records

|  |  |  |
| --- | --- | --- |
| **Personal data record category** | **Mandated retention period** | **Record owner** |
| Disciplinary, grievance proceedings records, oral/verbal, written, final warnings, appeals | As per legal requirement | Finance |
| Applications for jobs, interview notes – Recruitment/promotion panel Internal Where the candidate is unsuccessful Where the candidate is successful | Deleted immediaelytu Duration of employment | Finance |
| Payroll input forms, wages/salary records, overtime/bonus payments Payroll sheets, copies | 7 years | Finance |
| Bank details – current | Duration of employment | Finance |
| Payrolls/wages | Duration of employment | Finance |
| Job history including staff personal records: contract(s), Ts & Cs; previous service dates; pay and pension history, pension estimates, resignation/termination letters | As per legal requirement | Finance |
| Employee address details | Duration of employment | Finance |
| Expense claims | As per legal requirement | Finance |
| Annual leave records | Duration of employment | Finance |
| Accident booksAccident reports and correspondence | As per legal requirement | Finance |
| Certificates and self-certificatesunrelated to workplace injury; statutory | As per legal requirement | Finance |

|  |  |  |
| --- | --- | --- |
| sick pay forms |  |  |
| Pregnancy/childbirth certification | As per legal requirement | Finance |
| Parental leave | Duration of employment | Finance |
| Maternity pay records and calculations | As per legal requirement | Finance |
| Redundancy details, payment calculations, refunds, notifications | As per legal requirement | Finance |
| Training and development records | Duration of employment | Finance |

Contracts

|  |  |  |
| --- | --- | --- |
| **Personal data record category** | **Mandated retention period** | **Record owner** |
| Signed | Permanent | Finance |
| Contract amendments | Permanent | Finance |
| Successful tender documents | Permanent | Finance |
| Unsuccessful tenders’ documents | Permanent | Finance |
| Tender – user requirements, specification, evaluation criteria, invitation | Permanent | Finance |
| Contractors’ reports | Permanent | Finance |
| Operation and monitoring, eg complaints | Permanent | Finance |

Customer Data

|  |  |  |
| --- | --- | --- |
| **Personal data record category** | **Mandated retention period** | **Record owner** |
| CRM data – inclusive of Name, Email address, mobile number, address, emails and phone call summaries, DPO information | Retained whilst organisation remains a customer or deleted by user.  | Sales team |

IT

|  |  |  |
| --- | --- | --- |
| **Personal data record category** | **Mandated retention period** | **Record owner** |
| Recycle Bins | Cleared monthly | Individual employee |
| Downloads | Cleared monthly | Individual employee |
| Inbox | All emails containing PII attachments deleted after 3 years. | Individual employee |
| Deleted Emails | Cleared monthly | Individual employee |
| Personal Network Drive | Reviewed quarterly, anydocuments containing PII | Individual employee |

|  |  |  |
| --- | --- | --- |
|  | deleted after 3 years |  |
| Local Drives & files | Moved to network drive monthly, then deleted from local drive | Individual employee |
| Google Drives, drop box | Reviewed quarterly, any documents containing PII deleted after 3 years | Individual employee |