

# Document Retention and Destruction Policy

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Intech Centre requires that different types of records be retained for a specific period of time to comply with UK legislation and good practice. Intech Centre requires consistent treatment of records. Maintenance, retention, and disposal procedures for the firm's records must be followed systematically by all staff.

This policy is intended to ensure that the firm meets legal standards.

## Purpose

The purpose of this policy is to ensure that necessary records and documents are adequately protected and maintained and to ensure that records that are no longer needed or of no value are discarded at the appropriate time. Records management and retention policies apply to all records, regardless of format. In today's environment, employees create and maintain an increasing portion of their records using computers. Electronic records must be managed alongside traditional records to ensure compliance with the Data Protection Act and other UK legislation.

Individuals responsible for the retention of records are also responsible for the destruction of records following the retention period. Records must be destroyed by shredding or other means to ensure that all sensitive or confidential material can no longer be read or interpreted.

## Definitions

For the purpose of this policy, "record" shall be interpreted to mean: any papers, files, books, photographs, tapes, films, recordings, or other documentary materials, or any copies thereof, regardless of physical form or characteristics, made, produced, executed, or received by any staff member in connection with the transaction of Intech Centre business.

The term "electronic record" means any record that is created, received, maintained or stored on local workstations or central servers. Examples include, but are not limited to:

1. electronic mail (e-mail)
2. word processing documents and spreadsheets
3. databases – all data generated via automated information systems including but not limited to file records, investigation reports, financial accounting records, and payroll records.

"Official records" are the records maintained by the Senior Manager. Examples include, but are not limited to: Accounts – all financial records, VAT records, payroll records, company bank accounts, etc IT (Information Technology) – electronic records, etc. Human Resources Office – Personnel records, insurance records, etc. Managing Directors Office – Board minutes, etc.

## Procedures

Each department will retain a listing of major documents used and maintained by the department detailing retention and destruction timetables (schedules). These schedules should be in accordance with all UK legislation and if applicable, prime contractor requirements. In addition, each department will review annually its records and forms to determine whether retention of these records and forms is adequate and appropriate.

In the event of a governmental audit, investigation, or pending litigation, record disposition may be suspended at the direction of the Senior Manager.

Centre must follow prime contractor's procedure if any specific procedure is introduced.

Records retention Record retention periods may be increased by government regulation, judicial or administrative consent order, private or governmental contract, pending litigation or audit requirements. Such modifications supersede the requirements listed in this policy. No document list can be exhaustive. Questions regarding the retention period for any specific document or class of documents not included in the below table should be addressed to the Senior Manager.

## Records Retention and Destruction Policy Tables

Type of Record	Retention Period
<b>Personal Files / Payroll Records</b>	
Employee files/documentation	3 years
Salary or current rate of pay	Active + 7 years
Payroll Deductions	Active + 7 years
Staff Handbook	Permanent
<b>Accounts and Financial Records</b>	
Billing Records	Active + 7 years
Tax Returns	Active + 7 years
Balance Sheet	Permanent
General Ledgers	Permanent
<b>Learner Files</b>	<b>7 years</b>
<b>ESF funded documents</b>	<b>10 years</b>
<b>Electronic documents</b>	<b>2 years</b>

Bank/credit card details should not be kept, and should be destroyed.