



ICONIS LEARNING

Document Retention Checklist

Document	Retention Period	Your Comments
Legal contracts	6 years for contracts that are not executed by deed and 12 years for contracts that are executed by deed. You are not legally obliged to keep them this long but you should keep them for the aforementioned limitation periods (ie the time in which someone can bring a claim against you) as you could be penalised by the court if you can't produce relevant documents	
Audited financial statements, tax returns and assessments and banking records	6 years	
Records establishing client's identity for money laundering purposes	5 years	

Employment records

Document	Retention Period	Your Comments
Job applications and interview records of unsuccessful candidates	A short period, perhaps 6 months after notifying unsuccessful candidates (or longer, if there is a clearly communicated policy to keep candidates CVs for future reference). Application forms should give applicants the opportunity to object to their details being retained	
Personnel and training records	While employment continues and up to six years after employment ceases	
Written particulars of employment, contracts of employment, and changes to terms and conditions	While employment continues and up to six years after employment ceases	
Working time opt-out forms	Two years from the date on which they were entered into	

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Annual leave records	Six years or possibly longer if leave can be carried over from year to year	
Payroll and wage records for unincorporated businesses eg sole traders and partnerships	Five years after 31 January following the year of assessment	
Payroll and wage records for companies	Six years from the financial year-end in which payments were made	
PAYE records	Not less than three years after the end of the tax year to which they relate	
Maternity records	Three years after the end of the tax year in which the maternity pay period ends	
Sickness records required for the purposes of Statutory Sick Pay	Three years after the end of the tax year in which payments are made	
Current bank details of employees	No longer than necessary	

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Any reportable accident, death or injury in connection with work	For at least three years from the date the report was made	
Consents for the processing of personal and sensitive data	For as long as the data is being processed and up to 6 years afterwards	
Disclosure and Barring Service (DBS), formerly Criminal Records Bureau (CRB), checks and disclosures of criminal records forms	Should be deleted following recruitment process unless assessed as relevant to ongoing employment relationship. Once the conviction is spent, should be deleted unless it is an excluded profession	
Immigration checks	Two years after the termination of employment	

Limited company records

Document	Retention Period	Your Comments
Company formation documents such as Certificate of Incorporation	Permanently	
Register of members	Permanently	
Minutes of directors' meetings	10 years from the date of the meeting (but records of meetings held before 1 October 2007 should be kept indefinitely)	
Copies of shareholder resolutions and minutes of shareholder meetings	10 years from the date of the resolution or the meeting (but resolutions or meetings held before 1 October 2007 should be kept indefinitely)	