***Dartmouth & District Conservative Club***

**RECORDS RETENTION POLICY**

* Important note

Please note that this policy lays down guidelines only. They set minimum retention periods for both physical files and electronically held data. If you think there is a real business need to retain data for a longer period, please discuss this with the Committee.

* Central business records

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| **Record type** | **Retention period** |
| Accounts records | 7 years |

* HR records

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| **Record type** | **Retention period** |
| Accident books, reports and records | 5 years from the date of the last entry (if an accident relates to a child or young adult—until that person reaches 21 years) |
| Income tax and NI records and correspondence with HMRC | 7 years after the end of the financial year to which they relate |
| Retirement Benefits Schemes—notifiable events | 7 years from the end of the scheme year in which the event took place |
| Statutory Maternity Pay records | 7 years after the end of the tax year in which the maternity period ends |
| Statutory Sick Pay records | 7 years after the end of the tax year to which they relate |
| Salary and pay records | 7 years |
| Application forms and interview notes for unsuccessful candidates | 7 years |
| Parental leave records | 6 years from the birth or adoption of the child or 18 years if the child receives a disability allowance |
| Pension scheme investment policies | 12 years from the end of any benefit payable under the policy |
| Personnel files and training records (including disciplinary records and working time records) | 7 years after employment ceases |
| Redundancy records | 7 years from date of redundancy |
| Other HR records | 7 years |

* Accounts

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| **Record type** | **Retention period** |
| Bank Statements | 7 years |
| Bank Reconciliations  | 7 years |
| Invoices | 7 years |
| Credit notes  | 7 years |
| Deposit account closures – statements – tax certificates  | 7 years |
| Direct Debits | 7 years |
| Payments (cheques and electronic payments)  | 7 years |
| Petty cash | 7 years |
| Purchase ledger | 7 years |

* Membership Information

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| **Record type** | **Retention period** |
| Unsuccessful Applications For Membership | 7 years |
| Membership Contact Details | 7 years from date membership ceased |
| General Membership Information (Subscription Payments, Joining Date, Original Application etc.) | 7 years from date membership ceased |
| Members’ Guest Signing In Book | 7 years  |
| IA Ticket Signing In Book | 7 years  |
| Nomination For Membership Book | 7 years  |
| Subscription Receipt Book | 7 years |
| IA Tickets Sale History | 7 years |
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* Misc.

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| **Record type** | **Retention period** |
| Contracts With Suppliers | 7 years after the end of the contract |
| Room Hire Agreements | 7 years after the hire took place |
| Catering Franchise Agreements | 7 years after the end of the agreement |
| ACC Supplied Documentation (Goods Received Book, Steward Daily Takings Book etc.) | 7 years  |
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