

YOUR GUIDE TO DOCUMENT RETENTION

Controlling your documents
as part of your records
management policy



DATASTORE. DATA SORTED.

CONTROLLING YOUR DOCUMENTS AS PART OF YOUR RECORD MANAGEMENT POLICY

Records and the information contained within them are crucial to any organisation and the retention of them is vital, bringing with it the problem of storage and management

An efficient document storage and record management system starts from the in-house creation of a document through to its final destruction or permanent storage, combined with ease of access when and if a document is required.

After a short period of activity documents and records, although inactive, need to be retained for a period of time leading to disposition (final destruction or permanent storage).

COMPLIANCE - DO YOU COMPLY WITH CURRENT PRACTICES?

The Freedom of Information Act 2000, the Data Protection Act 1998 and the UK Financial Services and Markets Act – how to manage your records require good quality information management and retention schedules to facilitate finding the required information and ensuring the information is not kept for longer than necessary.

RETENTION SCHEDULE

A retention schedule/inventory should list documents and records, and distinguish differences, the retention period necessary and disposition required.

A retention period gives advice on the length of time a particular document or record should be kept. These retention periods are in accordance with various Acts and Regulations, Company Policies and Audit practices.

ACCESS

Fast and efficient access to records and documents is key to an organisation looking streamlined and professional and this can only be achieved when documents are catalogued, labelled and stored well, thus improving efficiency and productivity.

THE COST OF SPACE AND TIME?

Office space is a valuable asset, too valuable an asset to clutter up with file storage. A good Record Management Policy will make organising your files easy and facilitate speedy location and retrieval of the documents required.

Using a professional Document Storage & Record Management company can ease this problem, giving faster and easier access to documents and records, whilst freeing up your valuable office space for more appropriate income generating activities.



EXPERT SERVICES

FREE RECORDS MANAGEMENT AUDIT & REVIEW

This important planning stage is all too often missed as it perceived as an expensive extra. Take advantage of a Free Audit from Saracen to ensure you are starting in the right place. We will review your internal and external systems and provide you with the template to move your records management to a new level of effectiveness and efficiency. On top of this we will be in a position to manage your records better than any other provider as we understand your needs as well as you do.

TAILORMADE QUOTATIONS

By fully understanding your requirements we can personalise the solution on offer to really target the areas of most importance to you. Delivering an efficient, compliant records management service and more importantly delivering peace of mind. We do not provide off the shelf solutions only solutions to truly meet your own needs.

FULL TRANSITION PLANNING AND MANAGEMENT

Let Saracen take the strain of the transition process. Whether you're moving boxes from your own internal archives or transferring records on mass from another supplier, Saracen will create a plan tailored to suit the requirement and manage that plan in its entirety. Our extensive experience of transfers enables Saracen to ensure your Records are fully audited during the process. No fuss. No hassle.

SECURE, MODERN RECORD CENTRES

Facilities boasting RedCare (Fire & Intruder) alarm monitoring; Digital CCTV coverage; Proximity Fob Access Controls; 4hr Fire Protected Vaults across multiple storage locations in Leatherhead, Milton Keynes and Sittingbourne.

FLEXIBLE SOLUTIONS

Customised to suit the specific needs of your business take your pick from:

Active Storage For records with regular access and live filing with rapid response times.

Deep Storage Why pay a premium for records that have to be kept for regulatory and compliance reason but are rarely accessed or needed in an emergency. Start saving now:

- > 75% savings compared to London Office Space
- > 65% savings compared to a Self Storage Facility
- > 40% savings compared to a Document Storage Company in London.
- > Retrievals are still available on a 48hr, Next and Same Day Basis.

File & Document Management Only touch and move the records you need

Gas Protected Fire Vaults For wills, deeds, contracts and other business critical documentation

Scheduled and Ad-hoc Deliveries An extensive range of response times available to suit – all carried out by a team of uniformed, security vetted drivers, transporting the records in one of our satellite tracked vehicles. Saracen can meet your Retrieval requirements.

Retention and Destruction Policies Saracen can automate your Retention Policies so that your Records are destroyed at the right time saving you money and ensuring compliance..

Scan on Demand Services Retrieve vital record information straight to your inbox within minutes

HIGH TECH SOLUTIONS

As a Strategic Partner of O'Neil Software Inc, Saracen aim to always push the boundaries of the technology we use, maintaining our position at the forefront of the records management industry. We are constantly testing new ways to make your Records Storage easier to manage.

Barcode Tracking System Point-to-Point tracking system with all movements and events surrounding any given record being recorded and verified within our systems. Complete track and trace for the full lifecycle of your records.

24-7 Online Client Access Through Saracen's RSWeb.Net client portal customers can create, manage and action service requests for all stored and pending records.

GPRS & Real-time Updates All drivers are kitted out with the latest GPRS Mobile scanner devices that allow critical delivery and pickup information to be recorded and processed in real-time via GPRS.

Electronic Receipts Sign for your record deliveries and pickups on screen and receive the receipt in your inbox.

Email Notification Receive critical information including receipts, workorders and even invoices direct to your inbox. Be informed when your records have been delivered and see a copy of the signed workorder within seconds of the delivery taking place.

Imaging For highly accessed key documentation utilise our scanning service with instant access to scanned records via RSWeb.Net

TAKE A STEP IN THE RIGHT DIRECTION

DATASTORE. DATA SORTED.

Tel 0800 740 8700

THE DATA PROTECTION ACT (1998)

THE PURPOSE

The purpose of the Act is to protect the rights of the individual about whom data is obtained, stored, processed or supplied rather than those of the people or organisations who control and use personal data. The Act applies to both computerised and paper records.

The Act requires that appropriate security measures will be taken against unauthorised access to, or alteration, disclosure or destruction of personal data and against accidental loss or destruction of personal data.

THE 1998 ACT APPLIES TO:

- > Computerised personal data
- > Personal data held in structured manual files

It applies to anything at all done to personal data ("processing"), including collection, use, disclosure, destruction and merely holding data.

PRINCIPLES OF DATA PROTECTION

The Act is based on eight principles stating that data must be:

- > Fairly and lawfully processed
- > Processed for limited purposes
- > Adequate, relevant and not excessive
- > Accurate
- > Not kept longer than necessary
- > Processed in accordance with the data subjects rights
- > Secure
- > Not transferred to other countries without adequate protection



FREEDOM OF INFORMATION

WHAT IS FREEDOM OF INFORMATION?

This area explains your rights under the Freedom of Information (FOI) Act and how the act may affect your research when using the archives. There is a separate section for records managers and archivists.

The Freedom of Information Act, see www.opsi.gov.uk/acts/acts2000/ukpga_20000036_en_1 was passed in November 2000 and came fully into effect from 1 January 2005. FOI has changed how records are made available to you, and how we respond to enquiries about the archives.

FOI gives people a right of access to information held by public bodies. The range of public bodies covered by FOI is very wide, ranging from central government departments to individual schools and parish councils. A full list of the bodies affected – FOI authorities – can be found in Schedule 1 of the act. The list includes The National Archives and the rights of access apply to our own administrative records as well as to the archives (the records transferred to us from other government departments).

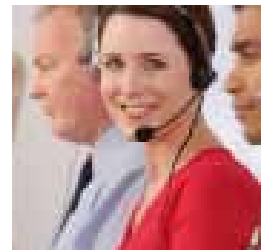
A separate act covers public authorities in Scotland – the Freedom of Information (Scotland) Act 2002, see www.opsi.gov.uk/legislation/scotland/acts2002/asp_20020013_en_1

WHAT DOES FOI APPLY TO?

FOI applies to information, whatever its age, and whether it is at The National Archives or is still held by the originating government department. The previously applied 30-year standard closure period no longer determines access to records; instead, information is assumed to be 'open' right from the start unless one of the exemptions set out in the FOI Act applies.

Exemptions are grounds to withhold information, see www.dca.gov.uk/foi/guidance/exsumm/index.htm They are clearly defined in the Act, are limited in number and are usually used where some harm might result if the information were to be released.

There are separate Environmental Information Regulations, see www.nationalarchives.gov.uk/foi/environmental.htm giving similar rights of access to environmental information.



DOCUMENT AND RECORD RETENTION GUIDE

(Taken from the Institute of Chartered Secretaries and Administrators Director's Guide 3rd Edition 2008)

The information within this publication is provided for guidance purposes and on the understanding that Saracen Datastore can not be held responsible for any inaccuracies. The information contained herein should not be relied or acted upon and advice should be sought from the relevant competent professional advisor.

TYPE OF DOCUMENT	STATUTORY MINIMUM RETENTION PERIOD	RECOMMENDED PERIOD OF RETENTION
INCORPORATION DOCUMENTS		
Certificate of Incorporation and Certificates on Change of Name	N/A	Permanently
Certificate to commence business (Public Company)	N/A	Permanently
Memorandum and Articles of Association (original and updated copies)	Permanently	Permanently
Printed copies of resolutions submitted to Companies House	Permanently	Permanently
STATUTORY RETURNS, RECORDS AND REGISTERS		
Annual Return (copy)	N/A	Permanently
Return of Allotments (copy)	N/A	Permanently
Directors' Service Contracts	6 years after cessation	6 years after cessation
Register of Directors and Secretaries (original)	Permanently	Permanently
Register of Directors' interests in Shares and Debentures	Permanently	Permanently
Register of interests in voting shares	Permanently	Permanently
Register of Charges	Permanently	Permanently
Register of Documents sealed (if applicable)	N/A	Permanently
Unpaid dividend records	N/A	12 years after dividend declared
Dividend and interest mandate forms ceased to be valid	N/A	3 years from when the instruction
Notification of address change by member	N/A	2 years after notification
SHARE REGISTRATION DOCUMENTS		
Register of Members	Permanently	Permanently
Register of Debentures and Loan Stock holders	N/A	Permanently / 7 years after redemption of stock
Letters and forms applying for Shares, Debentures etc.	N/A	12 years from issue, with a permanent microfilmed record
Renounceable Letter of Allotment and Acceptances	N/A	Originals for 12 years from renunciation, with a permanent microfilmed record
Renounced Share Certificates	N/A	Originals for 12 years from renunciation, with a permanent microfilmed record

TYPE OF DOCUMENT	STATUTORY MINIMUM RETENTION PERIOD	RECOMMENDED PERIOD OF RETENTION
Contracts for purchase of own shares by Company	N/A	10 years from date of contract
Share & Stock Transfer forms and Letter of Request with permanent microfilmed record	N/A	12 years after date of transfer,
Requests for designating or redesignating accounts with permanent microfilmed record	N/A	12 years after request,
Cancelled share/stock Certificate	N/A	1 year from date of cancellation
Stop Notice and other Court Orders	N/A	Permanently
Letters of indemnity for lost Certificates	N/A	Permanently
Powers of Attorney	N/A	Permanently
Dividend and interest payment lists	N/A	Until audit of the dividend payment is complete
Paid dividend and interest warrants	N/A	6 years after date of payment

BANK RECORDS

Cheques, bills of exchange and other negotiable instruments	N/A	6 years
Paying-in counterfoils	N/A	6 years
Statements from and instructions to the bank	N/A	6 years after ceasing to be effective

ACCOUNTING AND TAX RECORDS ACCOUNTING RECORDS (AS REQUIRED BY CA 1985 S222)

Public Company	6 years	10 years
Limited Company	3 years	10 years
Annual report and accounts (signed)	N/A	Permanently
Annual report and accounts (unsigned)	N/A	Permanently (keep sufficient copies to meet requests)
Interim report and accounts	N/A	Permanently (keep sufficient copies to meet requests)
Budgets, forecasts and periodic internal financial reports	N/A	5 years
Taxation records and tax returns	Inspection possible up to 6 years after tax/accounting period	Permanently
VAT records and Customs & Excise returns	Inspection may be conducted up to 6 years after tax/accounting period	Permanently
Expense accounts	N/A	7 years

CHARITY DONATION DOCUMENTS

Deeds of Covenant	6 years after last payment	12 years after last payment
Documents supporting entries in accounts for donations	3 or 6 years	6 years

CONTRACTS

Contracts executed under seal	N/A	12 years after expiry
Contracts with customers, suppliers, agents or others	N/A	6 years after expiry or contract completion
Rental and hire purchase agreements	N/A	6 years after expiry
Licensing agreements	N/A	6 years after expiry
Trust deeds and rules (pension schemes)	N/A	Permanently



TYPE OF DOCUMENT

STATUTORY MINIMUM RETENTION PERIOD

RECOMMENDED PERIOD OF RETENTION

INSURANCE

Public liability policies	N/A	Permanently
Product liability policies	N/A	Permanently
Employers' liability policies	40 years	Permanently
Sundry insurance policies and insurance schedules	N/A	Until claims under policy are barred or 3 years after policy lapses, whichever is longer
Group health policies	N/A	12 years after final cessation of benefit
Group personal accident policies	N/A	12 years after final cessation of benefit
Claims correspondence N/A 3 years after settlement		

HEALTH & SAFETY

Record of consultations with safety representative and committees	N/A	Permanently
Health & Safety policy documents (old and revised copies)	Implied permanently by Health & Safety at Work Act (1974 S2(3))	Permanently
Assessment of risks under health and safety regulations (including routine assessment monitoring and maintenance records for aspects in workplace such as air quality, levels of pollution, noise level, use of hazardous substances etc.)	Until revised (Management of Health & Safety at Work Regulations 1992 S1 1992/2051)	Permanently (old and current copies)
Accident report book and relevant records/ correspondence	3 years from date of entry (Health & Safety at Work Act 1974 S7)	Permanently
Medical records - general	N/A	12 years

EMPLOYEES RECORDS

Job applications and interview records	N/A	Up to 1 year
Personnel records	N/A	7 years after employment ceases, with permanent microfilmed record
Senior executive records	N/A	Permanently
Training records	N/A	6 years after employment ceases
Employment agreements	N/A	Permanently
Payroll and wage records (including details of overtime, bonuses and expenses)	6 years	12 years
Salary records	N/A	5 years
Time cards and piecework records	N/A	2 years
Details of benefits in kind	6 years	12 years
Income tax records (P45/P60/P58/P48 etc.)	6 years	12 years
Annual return of taxable pay and tax paid	6 years	12 years
Labour agreements	N/A	10 years after ceasing to be effective
Works council minutes	N/A	Permanently
Employee records fro closed units	Some 6 years	12 years

TYPE OF DOCUMENT	STATUTORY MINIMUM RETENTION PERIOD	RECOMMENDED PERIOD OF RETENTION
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MATERIAL WITH COPYRIGHT PROTECTION

Literary, dramatic and musical works	N/A	Life plus 50 years
Artistic works, recordings, films, photos and broadcasts.	N/A	50 years

PENSION SCHEME DOCUMENTS (UNAPPROVED SCHEMES)

Trust deeds and scheme rules	N/A	Permanently
Trustees' minute books	N/A	Permanently
Record of pensioners	N/A	12 years after cessation of benefit
Money purchase details	N/A	6 years after transfer or value taken
Pension scheme investment policies	N/A	12 years after cessation of benefit payable

PENSION SCHEME DOCUMENTS (INLAND REVENUE APPROVED AND STATUTORY PENSION SCHEMES)

Pension fund accounts and supporting documents	6 years from date of accounts signed	Permanently
Actuarial valuation reports	6 years from date of report signed	Permanently
Inland revenue approvals	N/A	Permanently
Medical records - Radiation accident assessment	50 years	Permanently
Medical records - Radiation dosage summary	2 years from end of calendar year	Permanently
Under control of Lead at Work Regulations 1998 (replaced 1980 regulations)	2 years from date of last entry to be effective	Permanently
Under Control of Asbestos a Work Regulations 1987	40 years	Permanently
Under Control of Substances Hazardous to Health regulations 1994 9COSHH Regulations)	40 years	Permanently

INTELLECTUAL PROPERTY RECORDS

Certificates of registration of trade/service marks (current and lapsed)	N/A	Permanently or 6 years after cessation of registration
Documents evidencing assignment of trade/service marks	N/A	6 years after cessation of registration
Intellectual property agreements and licences	N/A	6 years after expiry

PROPERTY DOCUMENTS

Title deeds for property	N/A	Permanently or until sold or transferred
Leases	N/A	12 years after lease and liabilities under the lease have terminated

MEDICAL RECORDS RETENTION GUIDE

TYPE OF RECORD	MINIMUM RETENTION PERIOD
Admission/Discharge Books	8 Years
Audiology, Dietetic and Nutrition, District Nursing, Occupational Therapy, Physiotherapy, Podiatry, Speech and Language Therapy	20 Years
Child Protection Registers	26 Years
Clinical Audit Records	5 Years
Dental Records	11 years Adults Children up to their 25th Birthday
Diaries	3 Years
Family Planning Records	10 years Children retain to their 25th Birthday
Health Visitor Records	10 Years or for Children retain to their 25th Birthday
Health Records	8 Years
Immunisation and Vaccination	Children – retain until their 25th Birthday
All others	10 years
Learning Difficulties	10 years after the death of the individual
Oncology	30 Years
Operating Theatre Registers	8 Years
Out of Hours Records	3 Years
Outpatients List	2 Years
Parent-Held Records	Until the Patients 25th Birthday
Ward Registers	2 Years
X-Rays	8 Years
X-Ray Registers	30 Years
Board Meeting Reports	30 Years
Business Plans	20 Years
Catering forms	6 Years
Commissioning Decisions	6 Years from date of appeal decision
Complaints Correspondence	10 Years
Health & Safety Documents	3 Years
Incident Forms	8 Years
Manuals	10 Years
Meetings & Minutes	30 Years
Minor Paperwork (reminders , advertising etc)	2 Years
Quality Assurance Records	12 Years
Reports	30 Years
Incident Files	30 Years
Time Sheets	3 Years
Annual Accounts	30 Years
Accounts – Minor Records (cash books etc)	2 Years
Financial Contracts	15 Years
Medical Payments, Bacs Payments, Fraud Investigations, Invoices	6 Years
Personnel Records	6 Years



saracen

Datastore. Data sorted.

**FOR MORE INFORMATION
OR TO DISCUSS YOUR
SPECIFIC REQUIRMENTS:**

0800 740 8700

www.saracendatastore.co.uk

OUR LOCATIONS:

