

Document Retention Policies

Businesses have enough files to keep track of when it comes to their operations, but retaining certain documents is vital to prevent legal implications.

What are the most important documents you need to keep hold of?



Document Type

Retention Period

Document Type	Retention Period
Accounting and tax records	3 years (private businesses) 6 years (public limited businesses)
Expense accounts	6 years (from the end of the related tax year)
Wage and salary records (To meet the National Minimum Wage Act 1998)	6 years 3 years (after the end of the pay reference period)
Annual leave and records of working hours (To meet the Working Time Regulations Act 1998)	2 years (from the date they were made)
Maternity, paternity, shared paternal leave and records of adoption (To meet the Statutory Maternity Pay Regulations / Shared Parental Leave Regulations 2014)	3 years (from the end of the related tax year)
Accident and injury files	3 years (from the date of the last entry). ! However, if an incident occurs with someone under the age of 21, the records should be kept until they reach that age.
Personnel and training records	Up to 6 years (from the end of employment)
Redundancy details	Up to 6 years (from the date of redundancy)
HMRC approval files	Permanently
Sick pay records	3 months (after the sick leave was taken – in case they make a claim for disability discrimination) Up to 6 years (from the end of employment – in case they make a claim for breach of contract)
Pension records	12 years (after the benefit stops, or from when any benefit payable under the policy is ended)
CVs and interview notes (for unsuccessful applicants)	6-12 months
Immigration checks	2 years (from the termination of employment)

But there are other legal documents that must be kept for a certain period of time...

Legal Document Retention Policies



How do you manage your document retention policies? They differ for every industry, but there's one constant across all sectors – the need for an efficient work management system that controls it all for you.

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