Retention of Records in Healthwatch

Employment	
In general the staff records (including those of volunteers) should be retained for **6 years after the end of employment**, but need only contain sufficient information in order to provide a reference (e.g. training and disciplinary records). Copies of any reference given should be retained for 6 years after the reference request. Director's files should be retained for 6 years.	
Application form	Duration of employment, destroy when employment ends
References received	Duration of employment, destroy when employment ends
Sickness and maternity records	6 years from end of employment
Annual leave records	6 years from end of employment
Unpaid leave/special leave records	6 years from end of employment
Records relating to an injury or accident at work	12 years
References given/information to enable a reference to be provided	6 years from end of employment
Recruitment and selection material (unsuccessful candidates)	2 years after recruitment is finalised
Disciplinary records	6 years after employment has ended
Statutory Maternity Pay records, calculations and certificates	Retain while employed and for seven years after employment has ended
Redundancy details, calculation of payments and refunds	Seven years from date of redundancy
Note: if an allegation has been made about the member of staff, volunteer or trustee the staff record should be retained until they reach the normal retirement age or for 10 years, if that is longer. E.g. around Safeguarding.	
Record of Comments and other evidence, e.g. observations, interviews, enter and view notes.	
Comments recorded on internal databases	Retain in line with local policy
Any paper based comments recorded on the database.	1 year (This is in case there is a query regarding an entry on the database)
Comments and or other evidence that have **not** been recorded on the database.	Retain in line with local policy
Signed consent forms	Destroy in line with above
DBS checks	
Record disclosure reference no. and date of check and return to the volunteer or staff member.	
Record of Concern Forms (ROCA)	
All ROCAs and related information should be kept for 10 years. If the record relates to children and young people the record must be kept till they are 21 years old before destroying.	
Financial Records	
Financial records	6 years (public funded Companies)
Income tax and NI returns, income tax records and correspondence with HMRC	Not less than 3 years after the end of the financial year to which they relate
Payroll records (also overtime, bonuses, expenses)	10 years
Pension contribution records	6 years
Pension Scheme Investment Policies	12 years from any benefit payable under the policy
Corporate	
Employers Liability Certificate	40 years
Insurance policies	Permanently
Certificate of Incorporation	Permanently
Minutes of Board of Trustees	Permanently
Memorandum of Association	Original to be kept permanently
Articles of Association	Original to be kept permanently
Variations to the Governing Documents	Original to be kept permanently
Statutory Registers	Permanently
Membership records	20 years from commencement of membership register
Rental or Hire Purchase Agreements	6 years after expiry
Others	
Deeds of Title	Permanently
Leases	12 years after lease has expired
Accident books	3 years from the date of the last entry (or, if the accident involves a child/ young adult, then until that person reaches the age of 21).
Health and Safety Policy Documents	Retain until superseded
Assessment of Risks under Health and Safety Legislation	Retain until superseded